



**Rancho Santiago Community College District
District Council Meeting**

May 4, 2020

3:00 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/92997515534>

669-900-6833 / 929 9751 5534

Agenda

- | | |
|--|--|
| 1. Chancellor's Update | Martinez |
| 2. Fall 2020 Instruction | Martinez |
| 3. Approval of Minutes - ACTION
a. March 30, 2020 Meeting | Martinez |
| 4. Reorganizations - ACTION
a. Reorg #1200 – DO/Safety and Security
b. Reorg #1201 – DO/Ed Services/LAOCRC | Green |
| 5. Board Policies/Administrative Regulations – ACTION
a. AR 7131 – Salary Placement for Management Personnel and Classified Bargaining Unit Employees (NEW)
b. AR 7150.2 – Management Evaluation Procedures
c. AR 7150.3 – Executive Management Evaluation Procedure for Vice Chancellors and College Presidents and Senior Management Evaluation Procedure for Assistant Vice Chancellors and Vice Presidents (NEW) | Green |
| 6. Committee Reports - INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Green
Hardash
Hardash
Gonzalez |
| 7. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate – SCC
c. Classified Staff
d. Student Government – SAC
e. Student Government – SCC | Shahbazian
DeCarbo
Martin
Cuellar
Gallardy |
| 8. Proposed 2020-2021 Meeting Schedule | Martinez |

Next Meeting: June 1, 2020



Rancho Santiago Community College District District Council Meeting

MINUTES

March 30, 2020

Members:	Marvin Martinez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Linda Rose	Present
	John Hernandez	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Michael DeCarbo	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Sheryl Martin	Present
	Zina Edwards	Present
	Mary Mettler	Present
	Mariano Cuellar	Present
	Jio Gallardy	Present
Guests:	Adam O'Connor	
	Chief Michael Toledo	
	Narges Rabii-Rakin	
	Rudy Carrion	
	Morrie Barembaum	
	Anita Lucarelli	

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:07 p.m. and took roll call of District Council members in attendance.

1. Chancellor's Update

- a. Chancellor Martinez provided an update on the coronavirus COVID-19 response.

He reported:

- the Federal government extended the social distancing requirement through the end of April 30
- Governor Newsom's Executive Order N-39-20 established the California Health Corps to allow "aspiring medical professionals" to help the public
- there was a small number of cases in Orange County compared to other areas, which was fortunate

1. Chancellor's Update (continued)

- to allow STEM faculty to facilitate lab work for students during Temporary Remote Instruction (TRI), the State Chancellor's office is establishing a "virtual lab" that should be available soon
 - the Board of Trustees approved an emergency resolution at its March 23, 2020 meeting to allow the district the ability to respond during this crisis
 - Essential Key Personnel have been identified who may be on campus to work as needed
 - the transition of instructional programs to TRI was a monumental effort and he congratulated all involved. RSCCD began on March 18 and many are just starting today. This is a testament to the incredible team at RSCCD.
 - as the district is informed of confirmed positive cases, the goal is to act quickly to alleviate risks to employee and to take every caution possible
- b. Chancellor Martinez proposed the district make the decision to continue TRI through the spring semester and summer session. A decision must be made soon so that students can be advised and staff can prepare. Understanding it is a major decision, and because it affects everyone, he would like to hear from everyone and make a final decision by Friday, April 3, 2020.

He further advised that the both college administrations were working with faculty on how to do this in the most effective way and consulting with the campus constituents. The Chancellor then solicited input from the constituents in attendance. Discussion ensued.

It was agreed that the Academic Senate Presidents would contact their faculty about extension of TRI through spring semester and advise the Chancellor of the response by Wednesday, April 1. It was further agreed that a survey would be sent to faculty to solicit input on the extension of TRI through summer session. A decision on summer session would be made after the survey responses are received.

2. Approval of Minutes

a. **March 2, 2020 Meeting**

It was moved by Mr. Shahbazian, seconded by Ms. Edwards and carried unanimously with one abstention from Jesse Gonzalez.

3. Reorganizations

- a. **#1192/DO – Safety and Security** – It was moved by Mr. DeCarbo and seconded by Ms. Martin to approve Reorg #1192. Discussion ensued about the reorg and questions from District Council members were addressed. The motion carried unanimously.

4. Board Policies and Administrative Regulations

- a. **AR 7400 Travel** – It was moved by Ms. Zarske and seconded by Mr. Perez to approve revisions to AR 7400 Travel. Discussion ensued and questions from District Council members were addressed. The motion carried unanimously.

5. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Vice Chancellor Perez reported that the March 25, 2020 meeting was cancelled and the next meeting will be held on April 22, 2020.

b. Human Resources Committee (HRC)

Vice Chancellor Green reported on the March 11, 2020 meeting. The next meeting will be held on May 13, 2020 via Zoom.

c. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported that the March 19, 2020 meeting was cancelled and meeting materials prepared for the meeting were sent out with the cancellation notice. The next meeting will be held on April 15, 2020 via Zoom.

d. Physical Resources Committee (PRC)

Mr. Hardash reported on the March 4, 2020 meeting noting that all meeting materials are posted on the PRC website. The next meeting will be held May 6, 2020.

e. Technology Advisory Group (TAG)

Assistant Vice Chancellor Gonzalez reported on the March 5, 2020 meeting. The next meeting will be held on April 6, 2020. District Council members acknowledged and conveyed their appreciation for the efforts provided by ITS during the past weeks under the leadership of Mr. Gonzalez.

6. Constituent Representative Reports

a. Academic Senate/SAC: Mr. Shahbazian reported on the Academic Senate meeting held this week.

b. Academic Senate/SCC: Mr. DeCarbo reported on the Academic Senate meeting held this week.

c. CSEA: Ms. Martin requested a list of key essential personnel that the district has developed. She reported that many classified staff are standing by ready to do whatever is asked of them.

d. Student Government/SAC: Mr. Cuellar reported on how TRI was working for the students.

e. Student Government/SCC: Mr. Gallardy reported on how TRI was working for the students.

7. Other

a. Dr. Rose and Dr. Hernandez shared activity in support of the students during TRI. Both colleges sent surveys to their students to obtain feedback and data on what can be improved upon and what is needed to support students.

b. Mr. Perez shared that Resource Development was meeting on Friday, April 3, to develop a plan to assist the colleges with grants. He also asked for suggestions on items to be included in district-wide communication.

c. A request for the recording of the meeting was made. Debra Gerard will advise attendees how to access the recording.

8. Next Meeting: The next meeting will be held on Monday, May 4, 2020.

Meeting Adjourned: 4:33 p.m.

Approved:

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

Number # 1200
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: District Safety and Security

Manager/Supervisor: Michael Toledo/ Peter Hardash

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
District Safety Officer (Miranda)	Senior District Safety Officer (armed)

Current annual salary/benefits cost \$ \$117,219 ✓ Proposed annual salary/benefits cost \$ \$104,469 ✓
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): 11-0000-677000-54169-2130 100% (Provides savings of \$12,752)
(Attach necessary budget change forms)

Reason for reorganization:

Eliminate one vacant district safety officer (unarmed) and add one senior district safety officer (armed). The added armed officer will have the ability to respond at a higher level and appropriately neutralize a threat of targeted violence or other dangerous incident. This position allows District Safety to add supervisory support on campus, which is essential for the safety of students, staff, and visitors. Additionally, the influx of non-students on campus at all hours create and immediate need. Funding will be offset by daily parking revenues.

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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HUMAN RESOURCES

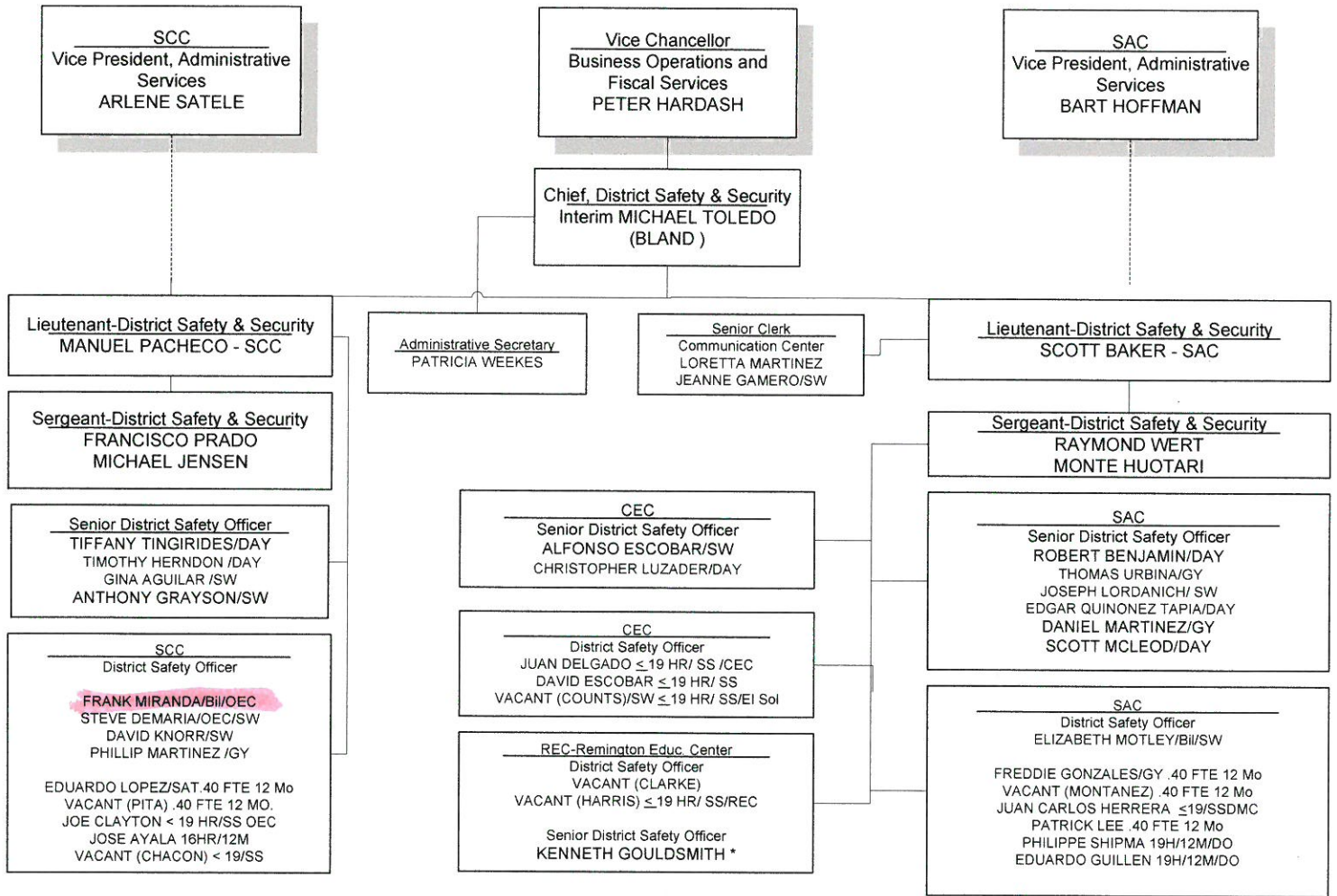
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): [Signature] Date: Apr 8, 2020

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <u>4/14/2020</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <u>4/14/20</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>[Signature]</u> <u>4/21/20</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
SAFETY AND SECURITY**

* Y Rated





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HUMAN RESOURCES/RSCCD

COST BREAKDOWN FOR DSO TO Sr. DSO REORGANIZATION

Funding for the new Senior District Safety Officer will come from the reorganization of a vacant District Safety Officer (unarmed) position. The salary for the proposed new position will be funded from account 11-0000-677000-54169-2130 @ 100%.

Proposed Position:	\$104,466.88
Vacancy-(Clarke)	(\$117,219.00)
Savings	(\$12,752.00)

(Savings due to retiree (vacancy) costs which included tenure, medical and bilingual costs not associated to new position)

RSCCD **2020-2021 Cost of Position**

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior District Safety Officer		
	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade "13" Step "3"	\$5,230.00	12	\$ 62,766.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.800%	14,311.00	
SOCIAL SECURITY	6.200%	3,984.00	
MEDICARE	1.450%	932.00	
UNEMPLOYMENT	0.050%	32.00	
WORKERS COMP	1.500%	964.00	
ACTIVE RET. INS. COST	1.100%	707.00	
TOTAL TAX & BENEFIT COST	33.100%	\$ 19,271.00	\$ 41,701.00
TOTAL SALARY & BENEFIT COST			\$ 83,541.86



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HUMAN RESOURCES/RSCC

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	1.500%	22.50	
ACTIVE RET. INS. COST	1.100%	16.50	
TOTAL FRINGE BENEFIT COST	10.300%	\$ 1,654.50	\$ 1,654.50
TOTAL INSURANCE COST		19,271.00	\$ 19,271.00
TOTAL COST OF POSITION			\$ 104,467.00
BENEFITS =		\$ 41,701.00	
BENEFIT COST AS A PERCENT OF CONTRACT =			66.44%

Based on 2020-2021 CSEA-579 Salary Schedule

Proposed		62,766.24 143.11																			
Position	ID	Datatel Account	Object Code	% FTE	*Monthly	Annual Salary	# months of Salary	July to June 12	3115 18.40%	3215 22.800%	3315 6.20%	3325 1.45%	3335 1.30%	H/W BENEFITS	Retiree BENEFITS	SUI	W/C	Cash Benefit	Total Salary	Total Benefits	Total Comp.
Senior District Safety Officer NEW		11-0000-677000-54169-2130	2130	100.00%	5,230.52	62,766.24	12	62,766.00	0.00	14,311.00	3,984.00	932.00	0.00	19,271.00	707.00	32.00	964.00	1,500.00	62,766.00	41,701.00	104,467.00
"13" "3" Full-Time								62,766.00	0.00	14,311.00	3,984.00	932.00	0.00	19,271.00	707.00	32.00	964.00	1,500.00	62,766.00	41,701.00	104,467.00

Projected 2020-2021		67,712.90 154.39																			
Position	ID	Datatel Account	Object Code	% FTE	*Monthly	Annual Salary	# months of Salary	July to June 12	3115 18.40%	3215 22.800%	3315 6.20%	3325 1.45%	3335 1.30%	H/W BENEFITS	Retiree BENEFITS	SUI	W/C	Cash Benefit	Total Salary	Total Benefits	Total Comp.
Vacancy-Frank Miranda	1028175	11-0000-677000-54169-2130	2130	100.00%	5,642.74	67,712.90	12	67,713.00	0.00	15,439.00	4,291.00	1,004.00	0.00	25,438.00	761.00	35.00	1,038.00	1,500.00	67,713.00	49,506.00	117,219.00
"9" "6" +10% Longevity+biannual stipend Retired 4/25/2020								67,712.90	0.00	15,439.00	4,291.00	1,004.00	0.00	25,438.00	761.00	35.00	1,038.00	1,500.00	67,713.00	49,506.00	117,219.00

Difference 4,947.00 0.00 1,128.00 307.00 72.00 0.00 6,167.00 54.00 3.00 74.00 0.00 4,947.00 7,805.00 12,752.00

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HUMAN RESOURCES/RSCCD

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

Number # 1301
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: District Office/ Educational Services/ LAOCRC

Manager/Supervisor: Enrique Perez/ Dr. Adriene "Alex" Davis

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	K-14 Technical Assistant Provider- Orange County (NEW F-3)
	K-14 Technical Assistant Provider- Los Angeles (NEW F-3)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 362,665.40
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): 12-2559-684000-53307-2110 & 12-2559-684000-53308-2110 (GRANT FUNDED)

LA (Attach necessary budget change forms) *OC*

Reason for reorganization:

These positions are subject to **grant funding** and will be included in the job announcement so candidates are informed. These positions are supported through the K12 Strong Workforce Program funds and are assigned to each region to support K14 SWP CTE through the regional consortium. The K14 Technical Assistant Provider (TAP) provides regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) for K-12 and inter-segmental partnerships in the K12 Strong Workforce Program (K12 SWP).

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.

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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): Enrique Perez

Date: 4/14/20

SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <i>Alex. Davis</i> 4/22/2020	Business Operations & Fiscal Services (Signature/Date): <i>EA</i> <i>OC</i> 4/13/20
	Resource Development (Signature/Date – Only for Restricted Funds) <i>OC</i> 4/23/20
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>Marvin Martinez</i> 04/27/2020
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

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: District Office / Educational Services / LAOCRC

Manager/Supervisor: Enrique Perez / Dr. Adriene "Alex" Davis

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	K-14 Technical Assistant Provider - Orange County (New F-3)
None	K-14 Technical Assitant Provider - Los Angeles (New F-3)

Current annual salary/benefits cost \$ 0.00 Proposed annual salary/benefits cost \$ 362,655.40

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): 12-2559-684000-53307-2110 AND 12-2559-684000-53308-2110 (GRANT FUNDED)
(Attach necessary budget change forms)

Reason for reorganization:

These two positions are subject to grant funding which will be stated clearly in the job announcement so candidates are informed. These positions are supported through the K-12 Strong Workforce Program funds and are assigned to each region to support K-14 SWP CTE through the regional consortium. The K-14 Technical Assistant Provider (TAP) provides regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) for K-12 and inter-segmental partnerships in the K-12 Strong Workforce Program (K12 SWP).

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.


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Human Resources
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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: 4-17-20

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
K-14 Technical Assistance Provider- Los Angeles Region (F-3)	\$ 9,905.63	12	\$ 118,867.51

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	19.721%	23,441.86	
SOCIAL SECURITY	6.200%	7,369.79	
MEDICARE	1.450%	1,723.58	
UNEMPLOYMENT	0.050%	59.43	
WORKERS COMP	1.500%	1,783.01	
ACTIVE RET. INS. COST	2.750%	3,268.86	
TOTAL TAX & BENEFIT COST	31.671%	\$ 37,646.53	\$ 37,646.53
TOTAL SALARY & BENEFIT COST			\$ 156,514.04

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.750%	91.30	
TOTAL FRINGE BENEFIT COST	11.950%	\$ 3,716.74	\$ 3,716.74

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 118,867.51	271.02	
MEDICAL INSURANCE (see below)		20,830.90	
TOTAL INSURANCE COST		21,101.92	\$ 21,101.92

TOTAL COST OF POSITION	\$ 181,332.70
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BENEFITS =	\$ 62,465.19
BENEFIT COST AS A PERCENT OF CONTRACT =	52.55%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	33,375.36	20,830.90	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

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Human Resources
RSCCD

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
GRADE & STEP			
K-14 Technical Assistance Provider- Orange County Region (F-3)	\$ 9,905.63	12	\$ 118,867.51

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	19.721%	23,441.86	
SOCIAL SECURITY	6.200%	7,369.79	
MEDICARE	1.450%	1,723.58	
UNEMPLOYMENT	0.050%	59.43	
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FRINGE BENEFITS (CSEA only)		3,320.00	
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

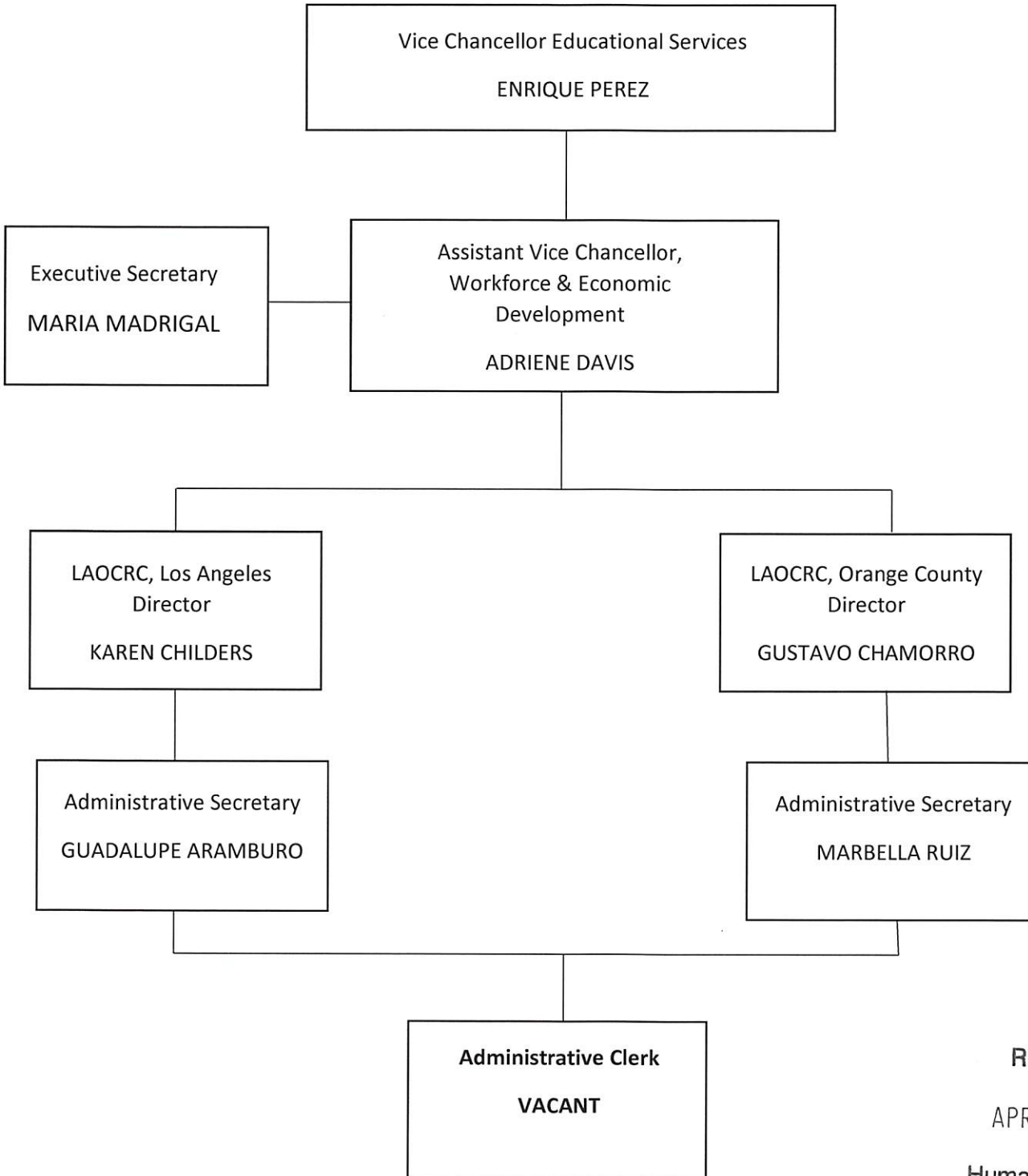
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Human Resources
RSCCD

Rancho Santiago Community College District
EDUCATIONAL SERVICES

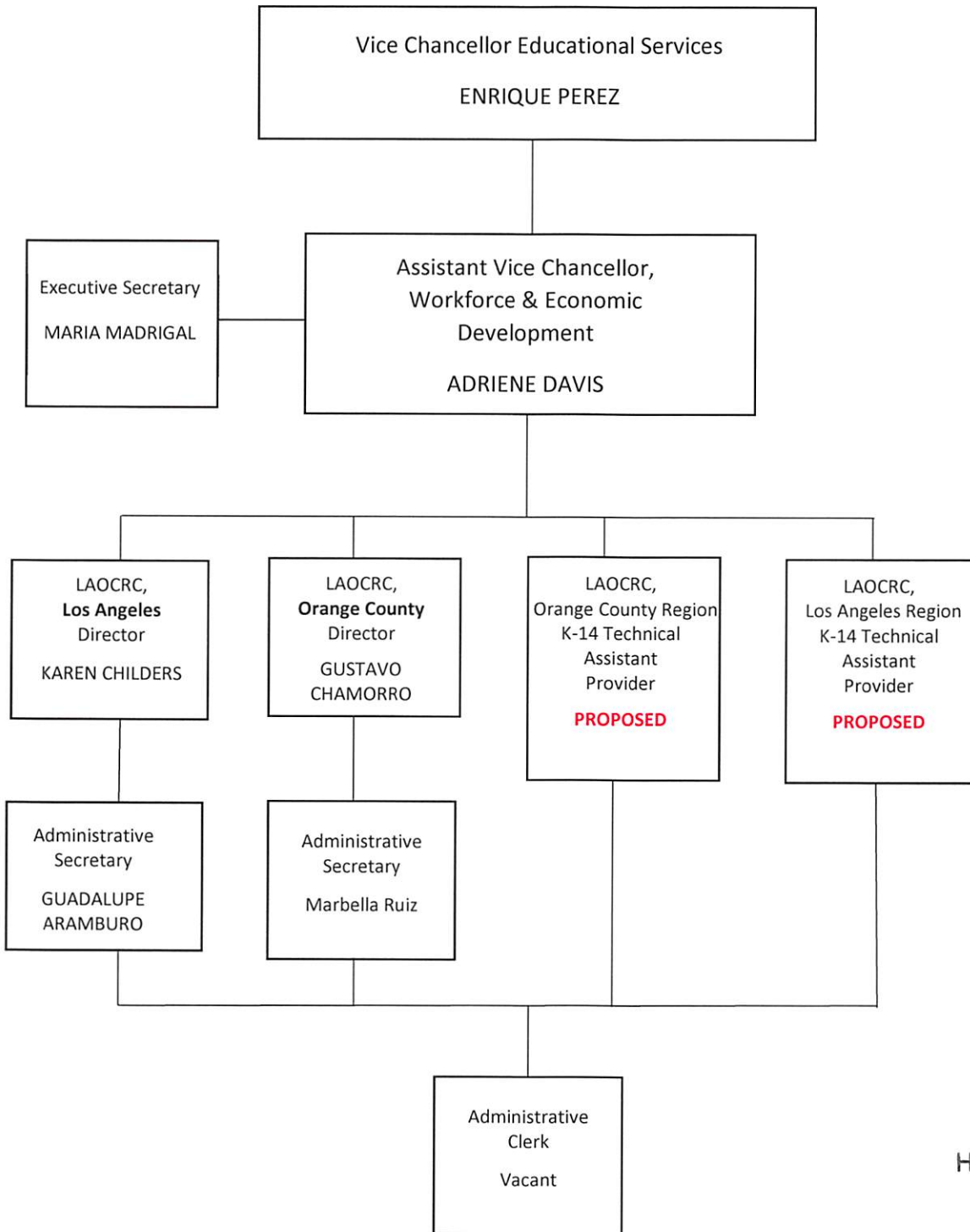
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Human Resources
RSCCD

Rancho Santiago Community College District
EDUCATIONAL SERVICES

PROPOSED



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APR 16 2020

Human Resources
RSCCD

03/03/20

Rancho Santiago Community College District
 Account Availability Report Ending 03/31/2020
 Options - Available/Met/Exceeded Budget

Fiscal Year: 2020

PROJECT: 2559 - SWP K-12 & K-14 TAP 18-19

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
SWP K12 Regional Consortia One-Time Funds					
12-2559-672000-53306-5865 Indirect Costs : LA/OC Regi	2,747.00	0.00	0.00	0.00	2,747.00
12-2559-675000-53306-5210 Conference Expenses : LA/OC	17,253.00	3,950.00	0.00	22.89	13,303.00
12-2559-679000-53306-4610 Non-Instructional Supplies	1,438.00	0.00	0.00	0.00	1,438.00
12-2559-679000-53306-4710 Food and Food Service Suppl	10,000.00	1,539.84	0.00	15.40	8,460.16
12-2559-679000-53306-5100 Contracted Services : LA/OC	23,162.00	600.00	0.00	2.59	22,562.00
12-2559-679000-53306-5220 Mileage/Parking Expenses :	1,428.00	0.00	0.00	0.00	1,428.00
12-2559-679000-53306-5235 District Business/Sponsorsh	10,000.00	5,000.00	0.00	50.00	5,000.00
12-2559-679000-53306-5650 Rental - Facility (Short-te	400.00	0.00	0.00	0.00	400.00
12-2559-679000-53306-5940 Reproduction/Printing Expen	5,000.00	0.00	0.00	0.00	5,000.00
=====					
Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	71,428.00	11,089.84	0.00	15.53	60,338.16
SWP K14 TAP Funds (LA region)					
12-2559-672000-53307-5865 Indirect Costs : LAOCRC - L	10,962.00	0.00	0.00	0.00	10,962.00
12-2559-675000-53307-5210 Conference Expenses : LAOCR	4,000.00	0.00	0.00	0.00	4,000.00
12-2559-684000-53307-2110 Classified Management : LAO	184,476.00	0.00	0.00	0.00	184,476.00
12-2559-684000-53307-3215 PERS - Non-Instructional :	36,380.00	0.00	0.00	0.00	36,380.00
12-2559-684000-53307-3315 OASDHI - Non-Instructional	11,438.00	0.00	0.00	0.00	11,438.00
12-2559-684000-53307-3325 Medicare - Non-Instructiona	2,675.00	0.00	0.00	0.00	2,675.00
12-2559-684000-53307-3415 H & W - Non-Instructional :	24,416.00	0.00	0.00	0.00	24,416.00
12-2559-684000-53307-3435 H & W - Retiree Fund Non-In	5,073.00	0.00	0.00	0.00	5,073.00
12-2559-684000-53307-3515 SUI - Non-Instructional : L	92.00	0.00	0.00	0.00	92.00
12-2559-684000-53307-3615 WCI - Non-Instructional : L	2,767.00	0.00	0.00	0.00	2,767.00
12-2559-684000-53307-4610 Non-Instructional Supplies	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53307-5220 Mileage/Parking Expenses :	721.00	0.00	0.00	0.00	721.00
12-2559-684000-53307-5940 Reproduction/Printing Expen	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53307-6410 Equip-All Other >\$1,000<\$5,	1,000.00	0.00	0.00	0.00	1,000.00
=====					
Totals for DEPARTMENT: 53307 - LAOCRC - Los Angeles	285,000.00	0.00	0.00	0.00	285,000.00
SWP K14 TAP Funds (OC region)					
12-2559-672000-53308-5865 Indirect Costs : LAOCRC - O	10,962.00	0.00	0.00	0.00	10,962.00
12-2559-675000-53308-5210 Conference Expenses : LAOCR	4,000.00	0.00	0.00	0.00	4,000.00
12-2559-684000-53308-2110 Classified Management : LAO	184,476.00	0.00	0.00	0.00	184,476.00
12-2559-684000-53308-3215 PERS - Non-Instructional :	36,380.00	0.00	0.00	0.00	36,380.00
12-2559-684000-53308-3315 OASDHI - Non-Instructional	11,438.00	0.00	0.00	0.00	11,438.00
12-2559-684000-53308-3325 Medicare - Non-Instructiona	2,675.00	0.00	0.00	0.00	2,675.00
12-2559-684000-53308-3415 H & W - Non-Instructional :	24,416.00	0.00	0.00	0.00	24,416.00
12-2559-684000-53308-3435 H & W - Retiree Fund Non-In	5,073.00	0.00	0.00	0.00	5,073.00
12-2559-684000-53308-3515 SUI - Non-Instructional : L	92.00	0.00	0.00	0.00	92.00
12-2559-684000-53308-3615 WCI - Non-Instructional : L	2,767.00	0.00	0.00	0.00	2,767.00
12-2559-684000-53308-4610 Non-Instructional Supplies	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53308-5220 Mileage/Parking Expenses :	721.00	0.00	0.00	0.00	721.00
12-2559-684000-53308-5940 Reproduction/Printing Expen	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53308-6410 Equip-All Other >\$1,000<\$5,	1,000.00	0.00	0.00	0.00	1,000.00
=====					
Totals for DEPARTMENT: 53308 - LAOCRC - Orange Coun	285,000.00	0.00	0.00	0.00	285,000.00
=====					
Totals for PROJECT: 2559 - SWP K-12 & K-14 TAP 18-19	641,428.00	11,089.84	0.00	1.73	630,338.16

Rancho Santiago Community College District
 Account Availability Report Ending 06/30/20
 Options - Available/Met/Exceeded Budget

Fiscal Year: 2020

BUDGET.OFFICER: Unassigned

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2559-679000-53306-4610 Non-Instructional Supplies	1,438.00	0.00	0.00	0.00	1,438.00
12-2559-679000-53306-4710 Food and Food Service Suppl	10,000.00	3,485.45	0.00	34.85	6,514.55
12-2559-679000-53306-5100 Contracted Services : LA/OC	23,162.00	600.00	0.00	2.59	22,562.00
12-2559-675000-53306-5210 Conference Expenses : LA/OC	17,253.00	5,266.04	0.00	30.52	11,986.96
12-2559-679000-53306-5220 Mileage/Parking Expenses :	1,428.00	0.00	0.00	0.00	1,428.00
12-2559-679000-53306-5235 District Business/Sponsorsh	10,000.00	5,000.00	0.00	50.00	5,000.00
12-2559-679000-53306-5650 Rental - Facility (Short-te	400.00	363.00	0.00	90.75	37.00
12-2559-672000-53306-5865 Indirect Costs : LA/OC Regi	2,747.00	0.00	0.00	0.00	2,747.00
12-2559-679000-53306-5940 Reproduction/Printing Expen	5,000.00	0.00	0.00	0.00	5,000.00
=====					
Totals for DEPARTMENT: 53306 - LA/OC Regional Cons	71,428.00	14,714.49	0.00	20.60	56,713.51
=====					
12-2559-684000-53307-2110 Classified Management : LAO	184,476.00	0.00	0.00	0.00	184,476.00 ✓
12-2559-684000-53307-3215 PERS - Non-Instructional :	36,380.00	0.00	0.00	0.00	36,380.00 ✓
12-2559-684000-53307-3315 OASDHI - Non-Instructional	11,438.00	0.00	0.00	0.00	11,438.00 ✓
12-2559-684000-53307-3325 Medicare - Non-Instructiona	2,675.00	0.00	0.00	0.00	2,675.00 ✓
12-2559-684000-53307-3415 H & W - Non-Instructional :	24,416.00	0.00	0.00	0.00	24,416.00 ✓
12-2559-684000-53307-3435 H & W - Retiree Fund Non-In	5,073.00	0.00	0.00	0.00	5,073.00 ✓
12-2559-684000-53307-3515 SUI - Non-Instructional : L	92.00	0.00	0.00	0.00	92.00 ✓
12-2559-684000-53307-3615 WCI - Non-Instructional : L	2,767.00	0.00	0.00	0.00	2,767.00 ✓
12-2559-684000-53307-4610 Non-Instructional Supplies	500.00	0.00	0.00	0.00	500.00
12-2559-675000-53307-5210 Conference Expenses : LAOCR	4,000.00	0.00	0.00	0.00	4,000.00
12-2559-684000-53307-5220 Mileage/Parking Expenses :	721.00	0.00	0.00	0.00	721.00
12-2559-672000-53307-5865 Indirect Costs : LAOCRC - L	10,962.00	0.00	0.00	0.00	10,962.00
12-2559-684000-53307-5940 Reproduction/Printing Expen	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53307-6410 Equip-All Other >\$1,000<\$5,	1,000.00	0.00	0.00	0.00	1,000.00
=====					
Totals for DEPARTMENT: 53307 - LAOCRC - Los Angele	285,000.00	0.00	0.00	0.00	285,000.00
=====					
12-2559-684000-53308-2110 Classified Management : LAO	184,476.00	0.00	0.00	0.00	184,476.00 ✓
12-2559-684000-53308-3215 PERS - Non-Instructional :	36,380.00	0.00	0.00	0.00	36,380.00 ✓
12-2559-684000-53308-3315 OASDHI - Non-Instructional	11,438.00	0.00	0.00	0.00	11,438.00 ✓
12-2559-684000-53308-3325 Medicare - Non-Instructiona	2,675.00	0.00	0.00	0.00	2,675.00 ✓
12-2559-684000-53308-3415 H & W - Non-Instructional :	24,416.00	0.00	0.00	0.00	24,416.00 ✓
12-2559-684000-53308-3435 H & W - Retiree Fund Non-In	5,073.00	0.00	0.00	0.00	5,073.00 ✓
12-2559-684000-53308-3515 SUI - Non-Instructional : L	92.00	0.00	0.00	0.00	92.00 ✓
12-2559-684000-53308-3615 WCI - Non-Instructional : L	2,767.00	0.00	0.00	0.00	2,767.00 ✓
12-2559-684000-53308-4610 Non-Instructional Supplies	500.00	0.00	0.00	0.00	500.00
12-2559-675000-53308-5210 Conference Expenses : LAOCR	4,000.00	0.00	0.00	0.00	4,000.00
12-2559-684000-53308-5220 Mileage/Parking Expenses :	721.00	0.00	0.00	0.00	721.00
12-2559-672000-53308-5865 Indirect Costs : LAOCRC - O	10,962.00	0.00	0.00	0.00	10,962.00
12-2559-684000-53308-5940 Reproduction/Printing Expen	500.00	0.00	0.00	0.00	500.00
12-2559-684000-53308-6410 Equip-All Other >\$1,000<\$5,	1,000.00	0.00	0.00	0.00	1,000.00
=====					
Totals for DEPARTMENT: 53308 - LAOCRC - Orange Cou	285,000.00	0.00	0.00	0.00	285,000.00
=====					
Totals for PROJECT: 2559 - SWP K-12 & K-14 TAP 18-1	641,428.00	14,714.49	0.00	2.29	626,713.51
=====					
Totals for BUDGET.OFFICER: Unassigned	641,428.00	14,714.49	0.00	2.29	626,713.51

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MANAGEMENT PERMANENT ANNUAL SALARY SCHEDULE
EFFECTIVE JULY 1, 2018**

GRADE	STEP A (Temporary up to June 30, 2019)	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
R	\$55,435.31	\$58,199.13	\$61,108.42	\$64,136.76	\$67,363.42	\$70,722.32	\$74,258.43	\$77,971.35
Q	\$57,485.03	\$60,354.66	\$63,396.20	\$66,569.98	\$69,889.20	\$73,393.59	\$77,063.27	\$80,916.43
P	\$59,667.00	\$62,655.64	\$65,776.52	\$69,069.32	\$72,534.02	\$76,170.65	\$79,979.18	\$83,978.14
O	\$62,060.57	\$65,168.21	\$68,408.12	\$71,833.16	\$75,443.31	\$79,212.18	\$83,172.79	\$87,331.43
N	\$64,824.38	\$68,051.05	\$71,462.87	\$75,033.37	\$78,789.01	\$82,729.78	\$86,866.27	\$91,209.59
M	\$67,694.02	\$71,066.14	\$74,623.43	\$78,352.60	\$82,266.94	\$86,379.61	\$90,698.59	\$95,233.52
L	\$70,973.58	\$74,530.84	\$78,246.83	\$82,147.92	\$86,260.61	\$90,584.88	\$95,114.12	\$99,869.83
K	\$74,583.75	\$78,286.50	\$82,200.82	\$86,313.50	\$90,650.99	\$95,186.87	\$99,946.22	\$104,943.53
J	\$78,564.19	\$82,504.97	\$86,617.66	\$90,955.14	\$95,504.24	\$100,278.13	\$105,292.03	\$110,556.63
I	\$82,835.57	\$86,987.93	\$91,325.43	\$95,887.73	\$100,701.28	\$105,726.45	\$111,012.77	\$116,563.41
H	\$87,662.37	\$92,052.75	\$96,654.74	\$101,481.53	\$106,559.55	\$111,888.86	\$117,483.31	\$123,357.47
G	\$92,951.97	\$97,593.65	\$102,473.30	\$107,591.03	\$112,986.47	\$118,633.14	\$124,564.80	\$130,793.04
F	\$98,730.90	\$103,663.49	\$108,847.32	\$114,295.64	\$120,008.43	\$125,998.94	\$132,298.88	\$138,913.83
E	\$106,242.18	\$111,558.25	\$117,138.81	\$122,983.87	\$129,146.26	\$135,599.62	\$142,379.60	\$149,498.58
D	\$116,861.11	\$121,542.42	\$127,619.54	\$134,000.52	\$140,700.55	\$147,735.57	\$155,122.35	\$162,878.47
C	\$126,170.86	\$131,209.22	\$137,769.68	\$144,658.17	\$151,891.07	\$159,485.63	\$167,459.91	\$175,832.91
B	\$135,440.91	\$140,862.79	\$147,905.93	\$155,301.23	\$163,066.29	\$171,219.60	\$179,780.58	\$188,769.61
A	\$144,684.55	\$150,489.91	\$158,014.41	\$165,915.13	\$174,210.88	\$182,921.43	\$192,067.50	\$201,670.87

Adjusted

Columns &

Cola: 2.71%

Board Approved: January 14, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
March 9, 2020

MANAGEMENT

New Job Description/Attachment #1

K14 Technical Assistant Provider
Classified/Supervisory
Grade Level F

Appointment

Brown, Thurman W.
Director, Academic & End User Services
Information Technologies Services
District

Effective: February 19, 2020
Salary Placement: D-3 \$134,000.52/Year
(Requisition #CL19-1344)

Adjustment to Salary for Interim to Permanent Assignment

Arteaga, Elizabeth
Dean, Business & Career Education
Santiago Canyon College

Effective: February 25, 2020
From: B-1 \$142,379.60/Year
To: B-1 \$140,862.79/Year

FACULTY

Approval of 2020/2021 Tenure Review Recommendations for CSEA 888/Attachment #2

Approval of 2020/2021 Tenure Review Recommendations for FARSCCD/Attachment #3

Hiring of Temporary Faculty Member

Han, Il G.
Assistant Professor, Chemistry
Science & Mathematics Division (60%)
Santiago Canyon College & Science,
Mathematics & Health Sciences Division (40%)
Santa Ana College

Effective: February 3 – June 6, 2020
Tentative Salary Placement: IV-3 \$71,347.27/Year
(To Be Prorated)

Ratification of Resignation/Retirement

Doolittle, Jr. Glenn
Professor, International Business
Business Division
Santa Ana College

Effective: December 12, 2020 (Last Day)
Reason: Retirement

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
MARCH 2020

K-14 TECHNICAL ASSISTANT PROVIDER JOB DESCRIPTION

CLASS SUMMARY

Provide regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) and partnerships in the K12 Strong Workforce Program (K12 SWP). Develop regional partnerships and engagement with regional stakeholders, including leaders and representatives from the region's local education agencies, community college districts, professional organizations, and local business community. Initiate and facilitate engagement and collaboration of college faculty, secondary teachers and counselors for an effective and efficient launch of pathway improvement initiatives within the region.

REPRESENTATIVE DUTIES

Technical Assistance: Collaborate with K12 Strong Workforce Program partners to develop a regional technical assistance plan, utilizing needs assessment and diagnostic tools focused on career education and early college credit, aligned with guided pathways and regional economic priorities. The regional technical assistance plan will integrate K12 pathway initiatives for K12 Pathway Coordinators and for each Regional Consortia; assist local educational agencies with grant applications; build knowledge base of regional consortium's plan, and align career technical education program objectives with regional consortium's plan; create templates, toolkits, and guides for K12 Pathway Coordinators; identify and analyze organizational barriers in implementing pathways from the field, and pilot regional and state level solutions.

Data Projects: Support consortia in understanding the metrics/outcomes associated with CTEIG Grant and K12 SWP workforce program, their relationship to accountability reporting requirements, and implications for continuous improvement. Responsible for accurate data collection, reporting, use, and communication to enhance K14 pathway transitions and student outcomes (student-level information will be reported through Cal-PASS Plus). Activities to guide initiative development include, but are not limited to: providing assistance to LEAs to gain a common understanding about effective and accurate data collection techniques; ensure submission of CALPADS and other standard reports to Cal-PASS Plus; coordinate with WestEd, to identify student enrollment patterns, industry sector trends, and student outcomes within and across regions; coordinate with the Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps.

Regional Partnerships Convener: Convene an ongoing K12–community college network focused on K12 partnerships with community colleges and businesses to support K12 pathway improvement activities; move network beyond building awareness of pathways to scaling practices in the region, and complement work of the Regional Consortia.

Professional Development: Plan, coordinate and/or implement regional professional development opportunities for K12 Pathway Coordinators, as well as stakeholders on key K14 topics relevant to the region.

Communication: Identify emerging, promising, and best practices of pathway development and pathway improvement initiatives, and communicate successes of local work within regions and across the state; provide policy briefings based on research and evidence of local implementation to inform the CCCCCO and CDE, and to assist policymakers.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
MARCH 2020

K-14 TECHNICAL ASSISTANT PROVIDER JOB DESCRIPTION (CONTINUED)

REPRESENTATIVE DUTIES (CONTINUED)

Compliance: Develops and disseminates resources and documents including supporting Cal-PASS Plus membership to facilitate data sharing and securing College and Career Access Pathway partnership agreements. Works closely with community college and K12 districts' Human Resource Directors to support instructional services for career pathways that meet the compliance of statutes for collective bargaining agreements. Duties related to compliance include, but are not limited to: submit data for Cal-PASS Plus; create and secure partnership agreements; provide consistent research and professional development regarding any current legal and regulatory changes that would affect the pathway program; gathering data and submitting required reports to the state after executive review and approval.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated administrator/supervisor.

QUALIFICATIONS GUIDE

Required Training and Experience

Bachelor's degree from an accredited college or university and three years of school district, county office of education, college, or university work experience in a lead position.

Knowledge of:

Data tools used to assess student outcomes, program performance, and labor market information. Personnel and budget management principles, procedures, and strategies. Principles and methods of program planning, including program review. Public relations, group presentations, and effective communication in a diverse environment.

Ability to:

Organize and conduct special events in conjunction with college departments and programs. Conduct meetings, facilitate groups and workshops. Instruct practitioners on how to use data tools to assess student outcomes and program performance. Develop and administer a comprehensive program work plan, budget, and outcomes. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population. Use computer software for word processing, spreadsheets, databases, and presentations. Communicate clearly, concisely, and effectively, both orally and in writing. Travel to off-campus functions and transport presentation materials and equipment. Represent CTEIG and K12 Strong Workforce Pathways at relevant state and federal conferences and industry events. Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.

Board Approved: March 9, 2020

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
5.1	<u>Approval of Resource Development Items</u> The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following: - California State Preschool Program (CSPP) Quality Rating \$ 75,000 and Improvement System (QRIS) Block Grant VI (District) - Community College Clean Transportation Training Project \$180,500 (SAC)	<u>Approved</u>
5.2	<u>Approval of Sub-Agreement between RSCCD and Contra Costa Community College District/Diablo Valley College to award 2019/2020 Information Communications Technology (ICT)/Digital Media Regional Director funded by the Key Talent Administration and Sector Strategy Grant</u> The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.	<u>Approved</u>
5.3	<u>Approval of Sub-Agreement between RSCCD and West Hills Community College District/West Hills College Lemoore to Award 2019/2020 Advanced Manufacturing Regional Director Funded by Key Talent Administration and Sector Strategy Grant</u> The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.	<u>Approved</u>
5.4	<u>Approval of Sub-Agreement between RSCCD and Contra Costa Community College District for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant</u> The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.	<u>Approved</u>
5.5	<u>Approval of First Amendments to Sub-Agreements between RSCCD and Cerritos, Citrus, Coast, Compton, El Camino, Glendale, Long Beach, Los Angeles, Mt. San Antonio, North Orange County, Pasadena Area, Rio Hondo, Santa Monica, and South Orange County Community College Districts for Strong Workforce Program – Regional Funds Initiative</u> The board approved the first amendments to the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.	<u>Approved</u>
6.1	<u>Approval of Management/Academic Personnel</u>	<u>Approved</u>
6.2	<u>Approval of Classified Personnel</u>	<u>Approved</u>

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

**AR 7131 – Salary Placement for Management Personnel and
Classified Bargaining Unit Employees (NEW)**

1. New Employee Placement

- A. Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range. Placement above step one will be according to article 14.17 of the CSEA contract.
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the management salary schedule.
- C. Initial placement at or above step two shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:
 - 1) Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualification shall be determined based upon the educational requirements specified on the job announcement.
 - 2) Evidence of additional years of related experience above the minimum qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every three years of verified relevant experience within a community college or similar public entity or one (1) step for every five years of verified, relevant experience with a private employer.
 - 3) Any exception to provide initial salary placement beyond what is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advanced approval by the Chancellor.

2. Employee Promotion

- A. Employees promoted to a higher management position shall be placed on the management salary schedule either one step higher than the previous position or the closest step to approximate a five (5) percent increase over the salary of the previous position.
- B. Employees promoted to a higher CSEA classified position shall be placed according to Article 14.17 of the CSEA contract.

3. Employee Demotion

- A. If an existing administrator or classified manager is demoted to a lower salary level administrative position, the new salary placement will be determined by the Chancellor, in consultation with the employee supervisor and human resources.
- B. If a classified employee does not successfully complete their probationary period in the higher grade, their placement will be determined as stated in Article 14.17 of the CSEA contract.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: xxxx, 2020

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7150.2 – Management Evaluation Procedure

1. Frequency of Evaluation

All managers will be evaluated the first two years of employment in a new position, and at least once every ~~three (3)~~ two (2) years thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer.

2. Evaluation Responsibility

It is the responsibility of the Human Resources Office to inform the immediate supervisor of the names of those managers due for evaluation by ~~August~~ September 1st. The immediate supervisor shall notify the manager by September 15th that he/she is scheduled for evaluation that academic year.

3. Process

- A. By November 1st the manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. Distribution must include full-time employees who are directly supervised by the manager. In addition, distribution should include management colleagues and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur and be due back to the supervisor within two weeks.
- B. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by December 15th.
- C. The manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by ~~November 4~~ January 15th. Documentation may include but is not limited to:
 - 1) Addressing the three performance standards:
 - a) Leadership/supervision skills
 - b) Professional performance/job duties
 - c) Knowledge base
 - 2) Professional development activities
 - 3) Contributions to the college, district and/or the community in congruence with the overall mission of the college including the improvement of student learning, representatives from outside agencies if appropriate

- ~~B. The manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. However, distribution must include all fulltime employees who are directly supervised by the manager. In addition, distribution should include management colleagues, representatives from outside agencies and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur by November 1 and be due back to the supervisor within two weeks.~~
- ~~C. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by February 15.~~
- D. By ~~May~~ March 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the manager the self-assessment and results of the evaluation survey, and provide the final written evaluation.
- E. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.

4. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- A. the manager continues in the position
 - B. the manager be reassigned
 - C. the manager be terminated
 - D. the manager have a second evaluation (within one year)
- 1) If a second evaluation is recommended, the immediate supervisor will have the option of using the complete evaluation process, or the self-assessment component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.
 - 2) The immediate supervisor will consult and review with the manager the results of the second evaluation and provide the final evaluation.
 - 3) Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
 - 4) On the basis of the second evaluation, the supervisor will recommend:
 - a) That the manager continues in the position
 - b) That the manager be reassigned
 - c) That the manager be terminated

The final evaluation will be forwarded through the appropriate Vice-Chancellor or President and transmitted to Human Resources by March 15th.

Responsible Manager: Vice Chancellor, Human Resources

Revised: February 2011
Renumbered: May 18, 2015 (Previously AR7008.2)
Revised: September 19, 2016
Revised: xxxx, 2020

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7150.3 - Executive Management Evaluation Procedure for Vice Chancellors and College Presidents and Senior Management Evaluation Procedure for Assistant Vice Chancellors and Vice Presidents (NEW)

References: ACCJC Accreditation Standard III.A.5

1. Frequency of Evaluation

All executive/senior managers will be evaluated annually. A comprehensive evaluation will occur at least once every two (2) years and thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer or Chancellor

2. Evaluation Responsibility

It is the responsibility of the Human Resources office to inform the immediate supervisor of those executive/senior managers due for comprehensive evaluation by September 1st. The immediate supervisor shall notify the executive/senior manager by September 15th that he/she is scheduled for a comprehensive evaluation that academic year.

3. Process

A. Annual Evaluation

- 1) An annual evaluation will be completed by the immediate management supervisor. The executive/senior manager is expected to perform the duties contained in their job description and fulfill other responsibilities as may be determined in annual goal setting.
- 2) In July of each year, the executive/senior manager will prepare annual goals in consultation with their supervisor.
- 3) Prior to December 30, the executive/senior manager will prepare a self-evaluation to include progress towards achieving annual goals and other materials as appropriate.

B. Comprehensive Evaluation

- 1) By November 1st, the executive/senior manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. Distribution must include full-time employees who are directly supervised by the executive/senior manager and management colleagues and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur by November 5th and be due back to the supervisor within two weeks.
- 2) The immediate supervisor is responsible for the distribution of the forms with direction to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the executive/senior manager by December 15th.
- 3) The executive/senior manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by January 15th. Documentation may include, but is not limited to:
 - i. Addressing the three performance standards:
 - a) Leadership/supervision skills
 - b) Professional performance/job duties/progress toward achieving annual goals
 - c) Knowledge base
 - ii. Professional development activities
 - iii. Contributions to the college, district and/or the community in congruence with the overall mission of the college, including the improvement of student learning
- 4) By March 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the executive/senior manager the self-assessment, results of the evaluation survey, and written evaluation with the executive/senior manager.
- 5) Following the conference with the supervisor, the executive/senior manager has thirty (30) calendar days to submit a written response to the evaluation.

C. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- 1) the executive/senior manager continues in the position
- 2) the executive/senior manager be reassigned
- 3) the executive/senior manager be terminated
- 4) the executive/senior manager has a second comprehensive evaluation (within one year)

- i. If a second evaluation is recommended, the immediate supervisor will have the option of using the comprehensive evaluation process or the self-assessment and goals achievement component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.
- ii. The immediate supervisor will consult and review with the executive/senior manager the results of the second evaluation and provide the final evaluation.
- iii. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
- iv. On the basis of the second evaluation, the supervisor will recommend that:
 - a) The executive/senior manager continues in the position
 - b) The executive/senior manager be reassigned
 - c) The executive/senior manager be terminated

The final evaluation will be forwarded by the supervising manager to Human Resources by March 15.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: xxxxx, 2020



Rancho Santiago Community College District Proposed 2020 - 2021 District Council Meetings

District Council meetings are generally held on the first Monday of the month from 3:00 to 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 2020

July 6

August 3

August 31

October 5

November 2

November 30

Spring 2021

January 25

March 1

March 29

May 3

June 7