



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

July 19, 2021

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/95013242720>

669-900-6833 / 950 1324 2720

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rsccd.edu to obtain passcode.

Agenda

1. Chancellor's Update Martinez
2. Approval of Minutes - **ACTION** Martinez
 - a. June 7, 2021 Meeting
3. Approval of Human Resource Items – **ACTION** Hou
 - a. Reorg 1227 – DO/Fiscal Services
 - b. Reorg 1228 – DO/Ed Services/Resource Development
 - c. Reorg 1229 – DO/Ed Services/Safety & Security
 - d. Director, Enterprise Applications Services Job Description
4. Approval of 2021-2022 Adopted Budget Assumptions - **ACTION** Ingram
5. Administrative Regulations - **ACTION**
 - a. AR 4232 Pass/No Pass Flores/Vargas
6. Committee Reports – **INFORMATION**
 - a. Planning & Organizational Effectiveness Committee Perez
 - b. Human Resources Committee Hou
 - c. Fiscal Resources Committee Ingram
 - d. Physical Resources Committee Ingram
 - e. Technology Advisory Group Gonzalez
7. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Shahbazian
 - b. Academic Senate - SCC Rutan
 - c. Classified Staff Martin
 - d. Student Government - SAC Luna
 - e. Student Government – SCC Neely

Next Meeting: August 2, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

June 7, 2021

| | | |
|----------|-------------------------------|---------|
| Members: | Marvin Martinez | Present |
| | Enrique Perez | Present |
| | Tracie Green | Absent |
| | Alistair Winter | Present |
| | Adam O'Connor | Present |
| | Marilyn Flores | Present |
| | Jose Vargas | Present |
| | Jesse Gonzalez | Present |
| | Roy Shahbazian | Present |
| | Craig Rutan | Present |
| | Monica Zarske | Absent |
| | Michael Taylor | Present |
| | Susan Hoang | Absent |
| | Sheryl Martin | Present |
| | Ambar Nakagami | Present |
| | Zina Edwards | Present |
| | Monica Renteria/Julio Barbosa | Present |
| | Henry Gardner/Elisabeth Neely | Present |
| Guests: | | |
| | Chief Ralph Webb | |
| | Narges Rabii-Rakin | |

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:35 p.m.

1. Chancellor's Update

- a. Chancellor Martinez congratulated SAC on their commencement and reported that the SCC commencement will be held on June 14, 2021.
- b. The Governor will be announcing plans to reopen California on June 15, 2021. There is question about the requirement for masks and social distancing and the district is monitoring its effect on district operations. Goal is to return all employees to the workplace on August 16 and increase the number of in-person courses in fall 2021. We will maintain the ability to continue conducting board meetings via Zoom until further notice.

1. Chancellor's Update (continued)

- c. The 2021-2022 state budget is looking good for community colleges. There will be an update to the board at the June 21, 2021 meeting. Elements include:
 - i. The COLA went from 4.05% to 5.07%
 - ii. Additional funding for deferred maintenance; DEI; adult ed and CTE
 - iii. Calbright is being phased out with funding only provided to close out
 - iv. Guided Pathways and ESL funding is being reduced
 - v. Funding to hire new faculty was added; for RSCCD this may mean an additional 40 new faculty

We will know more when the budget is passed by the legislature. This information will be included in the Adopted Budget.

2. Approval of Minutes

- a. It was moved by Dr. Flores, seconded by Mr. Winter and, by roll call vote, carried unanimously with one abstention from Ms. Edwards to approve the minutes of the May 3, 2021 meeting.

3. Approval of Reorganization

- a. Reorg 1204 – DO/Safety & Security – it was moved by Mr. Rutan, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve Reorg 1204.
- b. Vice Chancellor Educational Services Job Description – it was moved by Mr. O'Connor, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve the revised Vice Chancellor Educational Services job description. Mr. Shahbazian asked that it was acknowledged the additional responsibilities being added to this position without the need to hire a new administrator and expressed appreciation.

4. Approval of 2021-2022 Tentative Budget

- a. Interim Vice Chancellor reviewed the 2021-2022 Tentative Budget which is being recommended by FRC for approval. Key elements include:
 - i. Increased funding for COLA and scheduled maintenance
 - ii. Increase in STRS cost and slight decrease in PERS cost
 - iii. State unemployment costs have increased significantly due to increase in claims due to COVID. Will likely be an increase in future years as well. The increase for 2021-2022 will be covered by HEERF funds and future year increases will be made a part of the budget.
 - iv. The budget is being balanced using one-time HEERF funds to allow time for the effects of right-sizing effort.
 - v. If the requirement to hire 40 full-time faculty remains in the final budget, the district will need to address because district is only receiving funding for 33 positions.
 - vi. The hold harmless is being extended for one more year. Impact of this to district will be seen in 2026-2027.

It was moved by Mr. Rutan, seconded by Ms. Martin and, by roll call vote, carried unanimously to approve the 2021-2022 Tentative Budget.

5. Approval of AR 7650 – Vehicle Operation & Parking
 - a. Mr. O’Connor provided background on the revision to the AR. Chief Webb provided additional information. After discussion, two minor revisions were made to the AR. It was moved by Mr. Shahbazian, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve AR 7650 with minor revisions as discussed.

6. Committee Reports
 - a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the May 26, 2021 meeting. The next meeting will be held on June 23, 2021.
 - b. Human Resources Committee (HRC)
Mr. Winter reported on the May 12, 2021 meeting. The next meeting will be held on June 9, 2021.
 - c. Fiscal Resources Committee (FRC)
Mr. O’Connor reported on the May 20, 2021 meeting. The next meeting will be held on July 1, 2021.
 - d. Physical Resources Committee (PRC)
Mr. O’Connor reported on the May 5, 2021 meeting. The next meeting will be held on September 1, 2021.
 - e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez reported on the May 6, 2021 meeting. The next meeting will be held in September 2021.

7. Constituent Representative Reports
 - a. Academic Senate/SAC: Mr. Roy Shahbazian reported on the activities of the Academic Senate. He further reported that the July 2021 meeting would be his last as Academic Senate President. Jim Isbell will be the SAC Academic Senate President at the start of the 2021-2022 academic year.
 - b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate.
 - c. CSEA: Ms. Martin reported on the survey of classified staff regarding return to the workplace.
 - d. Student Government/SAC: Ms. Monica Renteria reported that incoming SAC ASG President is Julio Luna.
 - e. Student Government/SCC: Ms. Henry Gardner reported that incoming SCC ASG President is Elisabeth Neely.

Chancellor Martinez expressed appreciation to Ms. Renteria and Mr. Gardner for their participation on the committee and commended their representation of the students. All committee members wished both ASG Presidents the best.

8. Other
 - a. No report.

9. Next Meeting: The next meeting will be held on Tuesday, July 6, 2021.

Meeting Adjourned: 2:32 p.m.

Approved: July 6, 2021

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

Number # **1227**
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 Fiscal Services

Manager/Supervisor: Adam O'Connor

Position(s) affected:

| CURRENT POSITION | PROPOSED POSITION |
|--|---|
| Manager, Fiscal Services (Old job title, Grade E) (Almaraz) | Director, Accounting, Audit and Advisory Services (Grade D) |
| Manager, Budget, Forecasting and Analysis (Old job title, Grade G) (T Nguyen) | Manager, Budget and Disbursement Services (Grade E) |
| | |

Current annual salary/benefits cost \$ 428,178 Proposed annual salary/benefits cost \$ 462,689

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): Difference of \$34,510 covered from current budget account 11-0000-672000-54211-5100
(Attach necessary budget change forms)

Reason for reorganization:

Realigning duties in the department for more equitable distribution and adding additional responsibilities to both positions. See attached.


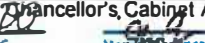
Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

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

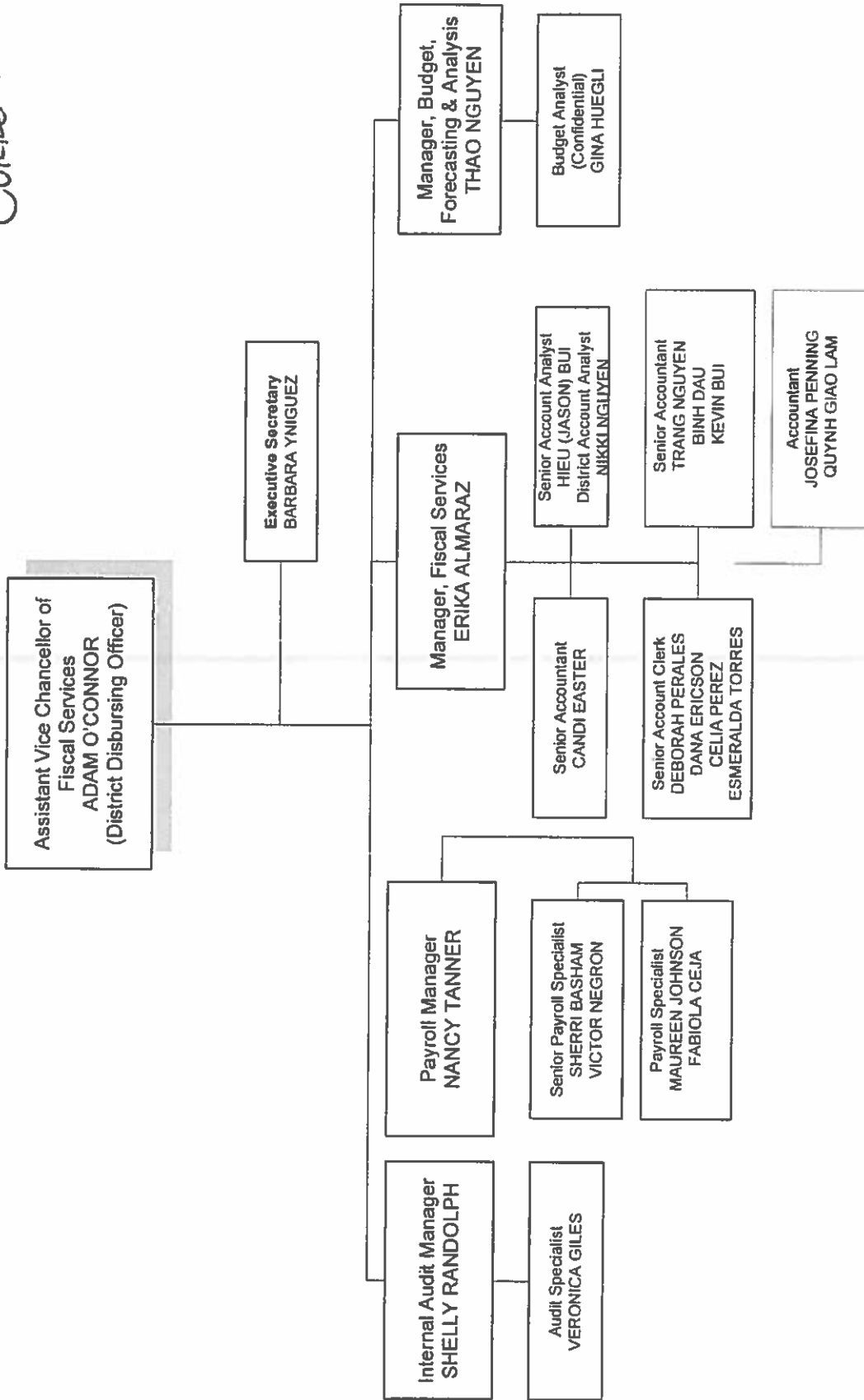
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (*District Cabinet Member*):  Date: 6/16/2021

| SIGNATURES AND/OR REVIEW DATES | |
|--|---|
| Human Resources (Signature/Date): <u></u> <small>Alistair Winter (Jun 16, 2021 17:10 PDT)</small> | Business Operations & Fiscal Services (Signature/Date): <u></u> 6/16/2021 |
| | 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></u> <small>CG Monica M. Martinez (Jun 21, 2021 14:35 PDT)</small> |
| Chancellor's Cabinet Approval (Signature/Date): | Chancellor's Council Approval (Signature/Date): |
| CSEA (Signature/Date): | CSEA (Signature/Date): |

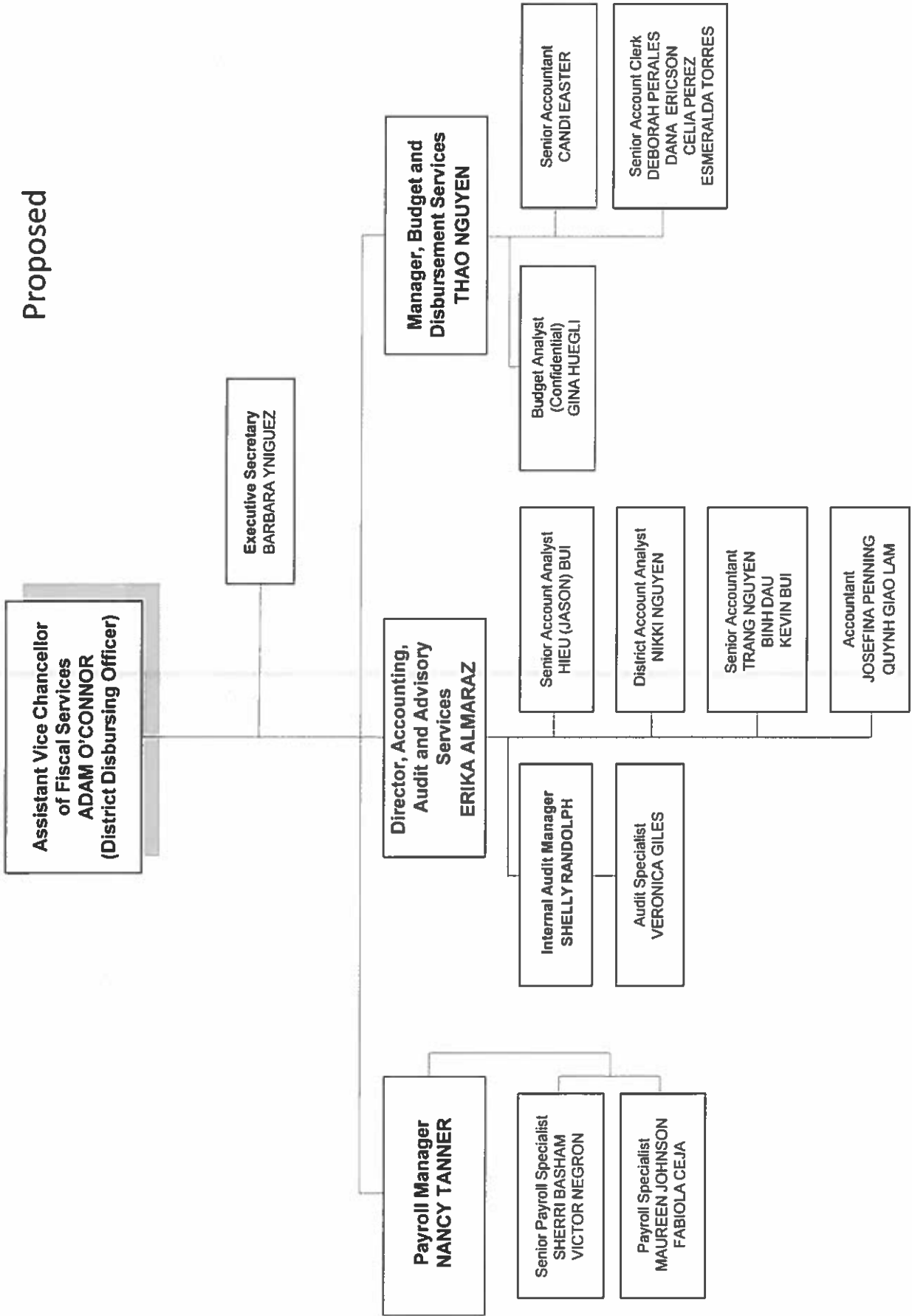
**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
FISCAL SERVICES**

CURRENT



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

Proposed



MANAGER OF BUDGET AND DISBURSEMENT SERVICES, ~~FORECASTING & ANALYSIS~~

CLASS SUMMARY

Under the direction of the Assistant Vice Chancellor of Fiscal Services, maintains responsibility for the budget, financial reporting, forecasting, analysis and other related fiscal budgetary services of the District. Coordinates the budget development, implementation and submission process for the District. Utilizes a thorough working knowledge of general budgeting processes, principles, and procedures of governmental budgeting, generally accepted accounting principles and procedures, significant cost analysis, and financial forecasting. **Provides leadership and administration of the District Accounts Payable Department.**

REPRESENTATIVE DUTIES

Assists in the development of administrative policies and procedures as they relate to the District budget; administers and directs the budget planning and development leading to the formulation of the tentative and adopted budget; evaluates budgetary proposals, analyzes performance, and develops alternative scenarios of the future prospects based on legislative and other revenue changes for both income and expense; Assists with the strategic budget development process over the daily budget operations and an annual calendar of analysis, forecasting, and multi-year projections; Prepares and develops analyses on various budget planning proposals; Develops decision support tools in spreadsheet format for maintaining funds and performing "what-if" calculations and analysis; Designs the budget systems and instructions for the preparation of annual and new budget plans, requests, and proposed operating budgets of individual budget administrators and/or units; Assists in the development of justification and explanatory material and strategy suggestions for annual negotiations and special request; Plans and directs internal and external reporting; acts as a liaison between the District and Federal, State, and local government agencies for interpretation of and advice on mandatory reporting requirements; Confers with the Assistant Vice Chancellor of Fiscal Services to discuss analysis of activities, costs, budgets, and forecasts to determine changes required to continue effective and efficient operations that support the District's goals; Monitors and interprets the external environment to include legislative activities and laws affecting budget and resource analysis activities and responsibilities; develops and implements such programs, as necessary, to ensure District compliance; Directs the study of District budget proposals and makes recommendations for proposed future expenditures of the District; Conducts studies of complex budgetary operations in both computerized and manual systems, and leads others in the conduct of such work; Interviews and selects employees; **Supervises, assigns, trains and reviews the work of the accounts payable department and budget analysts,** plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; coordinates and arranges appropriate training for subordinates; Maintains currency of knowledge and skills related to the duties and responsibilities; Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIP

~~This position reports to the designated administrator/supervisor of Fiscal Services.~~ **This position reports to the Assistant Vice Chancellor of Fiscal Services. Responsible for the direct supervision of assigned staff.**

QUALIFICATION GUIDE

Training and Experience

Bachelor's degree in Accounting, Finance, or a related field and five years of related experience including demonstrated experience analyzing and interpreting complex and confidential financial data.

Desirable Qualifications:

Master's degree in Accounting, Finance, or a related field; A Certified Public Accountant (CPA) license; Experience working in a Community College within the State of California; Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.

MANAGER OF BUDGET AND DISBURSEMENT SERVICES, ~~FORECASTING & ANALYSIS~~ con't

Knowledge and Abilities

Knowledge of:

Principles and methods of general accounting; Federal, State, and Local revenues and projections, laws and regulations; Budget planning and development process implementation; Forecasting analyses; Applying legislative changes and impacts to a budget; Advanced research methods and analysis techniques; forecasting analyses; Oral and written communication skills; Principles and practices of effective administration, supervision, and training; Operation of a computer and assigned software.

Ability to:

Coordinate the budget development and submission process; Perform complex work within departmental policies and/or objectives; Maintain accurate and effective records of projects and the status of assignments; Communicate effectively orally and in writing, and make presentations of proposed systems to both financial and non-financial staff; Perform analyses and research; Evaluate alternatives and develop sound conclusions and recommendations; Prepare clear, concise, and comprehensive correspondences, reports, studies and other written materials; Handle confidential information and exercise independent judgment within general policy guidelines; Exercise tact and diplomacy in dealing with sensitive and complex issues and situations; Establish and maintain positive and effective working relationships with others; Provide tactical planning; Think critically and creatively; Organize complex projects or activities that are interdepartmental in scope; Be open to change and new methods in the assigned area of responsibility; Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences; Be well organized, flexible, and manage multiple projects simultaneously; Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

DIRECTOR, ACCOUNTING, AUDIT AND ADVISORY SERVICES ~~MANAGER OF FISCAL SERVICES~~

CLASS SUMMARY

Directly responsible to the Assistant Vice Chancellor of Fiscal Services for the leadership and administration of the Accounting Department, **Internal Audit**, ~~Data~~ coordination with ITS regarding Fiscal Services matters, and other special projects related to Fiscal Services. Provides coordination, direction, and training in compliance with federal, state, county laws and regulations and district policies. Responsible for providing training in utilization of accounting systems. Assists in the development and control of the district's budget.

REPRESENTATIVE DUTIES

Supervises, assigns, trains and reviews the work of the accounting department **and internal audit department**; assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, and district policy; trains accounting staff, completes performance appraisals, acts as liaison in providing information to administrators, personnel and other consultants in the district on accounting matters; assists to coordinate year-end-financial closing with college budget centers and district personnel; analyzes accruals and carryover budgets; maintains the chart of accounts of the district and foundations to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions and reclassifying existing accounts; maintains and updates desk procedures as necessary; assists to oversee and review the district budget, accounting transactions, bank reconciliations, balance sheet reconciliations, accounts payable and accounts receivable, and financial reports for categorical/special programs, assuring accuracy and compliance with Title 5 requirements and the Community College Budget and Accounting Manual; analyzes a variety of financial information, interacts with external auditors on all financial transactions for the district including any financial aspect of audits for special projects; **oversees Internal Audit's districtwide risk assessment; reviews campus requests for advisory projects; develops and oversees the Annual Internal Audit & Advisory Plan based on risk and prioritized needs; reviews design and implementation of internal audit and advisory projects, internal audit reports and recommendations, communicates results to leadership and works collaboratively with leadership to address compliance issues and or mitigate risks;** coordinates, maintains and balances the general ledger and the district budget with county officials assuring accuracy and compliance; reconciles faculty load banking records and implements financial transactions; is responsible for the federal student financial assistance program budgets, monitoring cash balances, and requesting funds as needed; coordinates financial aid payments and disbursements to students with the financial aid director; coordinates accounts receivable and collection of district awards and loans; responsible for developing implementing, and maintaining an integrated, automated financial management system; conducts training workshops for district staff in the proper utilization of the financial system for financial transactions related to all funds, including auxiliary operations and foundations; assures compliance with a variety of local, state and federal laws, codes and regulations, including Government Accounting Standards Board (GASB) regulations; **works collaboratively with leadership at the district and the colleges to develop districtwide guidance on issues related to compliance, including implementation of new GASBs, internal controls and or financial reporting;** in conjunction with ITS, responsible for the finance component of the district information system, liaisons among fiscal

DIRECTOR, ACCOUNTING, AUDIT AND ADVISORY SERVICES MANAGER OF FISCAL SERVICES cont'd

services department management and staff, ITS staff, and vendors to identify, define and document operational objectives and requirements; existing operational procedures and transactions, workflows, and issues; data collection and ownership, and information reporting requirements and responsibilities related to the use of the district information system package; **responsible for regularly identifying business process improvements within fiscal services; coordinates and implements business process improvements within the division, between district departments, and or with campus Administrative Services as needed;** performs related duties as required; develops and maintains excellent working relationship with all college and district staff.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Fiscal Services. Responsible for the direct supervision of the accounting department staff **and Internal Audit Manager.**

QUALIFICATION GUIDE

Training and Experience

REQUIRED

A Bachelors Degree from a recognized four year college or university with a major in accounting, business administration, finance; or a closely related field including or supplemented by at least 24 semester units in accounting. A minimum of five years of progressively responsible accounting experience, including at least two years of recent (within the last five years) financial management at a supervisory level.

DESIRABLE

Master's degree in Accounting, Finance, or a related field; A valid license to practice as a Certified Public Accountant in California and experience in community college accounting; **At least two years of audit experience; An active certificate to practice as a Certified Internal Auditor; Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities** is desirable.

Knowledge and Abilities

Thorough Knowledge of: principles, practices and methods of general and governmental or school district accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district financial work; principles of web related programs on the internet and the logic of basic programming; application of data processing to accounting and other business office transactions.

Ability to: communicate effectively both orally and in writing; plan, organize and control the activities in a business office; plan and organize a comprehensive internal auditing program; conduct and supervise investigations into potential cases of fraud or theft; analyze data and draw sound conclusions; prepare clear, complete, and concise reports; analyze situations accurately and adopt an effective course of action; effectively operate a personal computer, computer programs and financially related software; organize and direct work of others; develop, implement, interpret and apply a wide variety of governmental and department policies and regulations; establish and maintain cooperative working relationships with internal college and district personnel, external auditors, vendors, professional colleagues and representatives from various outside agencies. **Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.**

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| | | | |
|----------------|-------------------------|--------------|---------------|
| POSITION TITLE | Fiscal Services Manager | | |
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| E-5 | \$ 12,831.962 | 12 | \$ 153,983.54 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 22.910% | 35,277.63 | |
| SOCIAL SECURITY | 6.200% | 9,546.98 | |
| MEDICARE | 1.450% | 2,232.76 | |
| UNEMPLOYMENT | 0.050% | 76.99 | |
| WORKERS COMP | 1.500% | 2,309.75 | |
| ACTIVE RET. INS. COST | 2.000% | 3,079.67 | |
| TOTAL TAX & BENEFIT COST | 34.110% | \$ 52,523.78 | \$ 52,523.78 |
| TOTAL SALARY & BENEFIT COST | | | \$ 206,507.32 |

| FRINGE BENEFITS COST | BENEFIT RATE | BENEFIT COST | |
|----------------------------------|----------------|--------------------|--------------------|
| FRINGE BENEFITS (CSEA only) | | 3,320.04 | |
| 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 | 2.000% | 66.40 | |
| TOTAL FRINGE BENEFIT COST | 11.200% | \$ 3,691.88 | \$ 3,691.88 |

| INSURANCE BENEFITS | | | |
|--|---------------|-----------------|--------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) | | | |
| (Annual Life Insurance X \$0.075/1000 X 12 Months) | \$ 153,983.54 | 138.59 | |
| MEDICAL INSURANCE (see below) | | 7,857.24 | |
| TOTAL INSURANCE COST | | 7,995.83 | \$ 7,995.83 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 218,195.03 |
|-------------------------------|----------------------|

| | |
|---|--------------|
| BENEFITS = | \$ 64,211.49 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 41.70% |

| | | | | |
|---|-----|-----------|-----------|---------|
| Admn., Superv/Marg. & Conf. (including Fringe amount) | Max | 40,345.56 | 22,218.75 | AVERAGE |
| CSEA | Max | 35,228.16 | 19,566.15 | AVERAGE |

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| | | | |
|-------------------------|--------------------------------|---------------------|--------------------|
| POSITION TITLE | Fiscal Services Manager | | |
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| D-5 | \$ 13,980.402 | 12 | \$ 167,764.82 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 22.910% | 38,434.92 | |
| SOCIAL SECURITY | 6.200% | 10,401.42 | |
| MEDICARE | 1.450% | 2,432.59 | |
| UNEMPLOYMENT | 0.050% | 83.88 | |
| WORKERS COMP | 1.500% | 2,516.47 | |
| ACTIVE RET. INS. COST | 2.000% | 3,355.30 | |
| TOTAL TAX & BENEFIT COST | 34.110% | \$ 57,224.58 | \$ 57,224.58 |
| TOTAL SALARY & BENEFIT COST | | | \$ 224,989.40 |

| FRINGE BENEFITS COST | BENEFIT RATE | BENEFIT COST | |
|----------------------------------|----------------|--------------------|--------------------|
| FRINGE BENEFITS (CSEA only) | | 3,320.04 | |
| 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 | 2.000% | 66.40 | |
| TOTAL FRINGE BENEFIT COST | 11.200% | \$ 3,691.88 | \$ 3,691.88 |

| INSURANCE BENEFITS | | | |
|--|---------------|-----------------|--------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) | | | |
| (Annual Life Insurance X \$0.075/1000 X 12 Months) | \$ 167,764.82 | 150.99 | |
| MEDICAL INSURANCE (see below) | | 7,857.24 | |
| TOTAL INSURANCE COST | | 8,008.23 | \$ 8,008.23 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 236,689.51 |
|-------------------------------|----------------------|

| | |
|--|---------------------|
| BENEFITS = | \$ 68,924.69 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 41.08% |

| | | | | |
|---|-----|-----------|-----------|---------|
| Admn., Superv/Mang. & Conf. (including Fringe amount) | Max | 40,345.56 | 22,218.75 | AVERAGE |
| CSEA | Max | 35,228.16 | 19,566.15 | AVERAGE |

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| | | | |
|-------------------------|---|---------------------|--------------------|
| POSITION TITLE | Budget, Forecasting & Analysis Manager | | |
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| G-5 | \$ 11,226.403 | 12 | \$ 134,716.83 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 22.910% | 30,863.63 | |
| SOCIAL SECURITY | 6.200% | 8,352.44 | |
| MEDICARE | 1.450% | 1,953.39 | |
| UNEMPLOYMENT | 0.050% | 67.36 | |
| WORKERS COMP | 1.500% | 2,020.75 | |
| ACTIVE RET. INS. COST | 2.000% | 2,694.34 | |
| TOTAL TAX & BENEFIT COST | 34.110% | \$ 45,951.91 | \$ 45,951.91 |
| TOTAL SALARY & BENEFIT COST | | | \$ 180,668.74 |

| FRINGE BENEFITS COST | BENEFIT RATE | BENEFIT COST | |
|----------------------------------|----------------|--------------------|--------------------|
| FRINGE BENEFITS (CSEA only) | | 2,529.96 | |
| SOCIAL SECURITY | 6.200% | 156.86 | |
| MEDICARE | 1.450% | 36.68 | |
| UNEMPLOYMENT | 0.050% | 1.26 | |
| WORKERS COMP | 1.500% | 37.95 | |
| ACTIVE RET. INS. COST | 2.000% | 50.60 | |
| TOTAL FRINGE BENEFIT COST | 11.200% | \$ 2,813.31 | \$ 2,813.31 |

| INSURANCE BENEFITS | | | |
|--|---------------|------------------|---------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) | | | |
| (Annual Life Insurance X \$0.075/1000 X 12 Months) | \$ 134,716.83 | 121.25 | |
| MEDICAL INSURANCE (see below) | | 26,379.60 | |
| TOTAL INSURANCE COST | | 26,500.85 | \$ 26,500.85 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 209,982.90 |
|-------------------------------|----------------------|

| | |
|--|---------------------|
| BENEFITS = | \$ 75,266.07 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 55.87% |

| | | | | |
|---|-----|-----------|-----------|---------|
| Admn., Superv/Mang. & Conf. (including Fringe amount) | Max | 40,345.56 | 22,218.75 | AVERAGE |
| CSEA | Max | 35,228.16 | 19,566.15 | AVERAGE |

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

RSCCD 2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| POSITION TITLE | Budget, Forecasting & Analysis Manager | | |
|----------------|--|--------------|---------------|
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| E-4 | \$ 12,220.916 | 12 | \$ 146,650.99 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 22.910% | 33,597.74 | |
| SOCIAL SECURITY | 6.200% | 9,092.36 | |
| MEDICARE | 1.450% | 2,126.44 | |
| UNEMPLOYMENT | 0.050% | 73.33 | |
| WORKERS COMP | 1.500% | 2,199.76 | |
| ACTIVE RET. INS. COST | 2.000% | 2,933.02 | |
| TOTAL TAX & BENEFIT COST | 34.110% | \$ 50,022.65 | \$ 50,022.65 |
| TOTAL SALARY & BENEFIT COST | | | \$ 196,673.64 |

| FRINGE BENEFITS COST | BENEFIT RATE | BENEFIT COST | |
|----------------------------------|----------------|--------------------|--------------------|
| FRINGE BENEFITS (CSEA only) | | 2,529.96 | |
| SOCIAL SECURITY | 6.200% | 156.86 | |
| MEDICARE | 1.450% | 36.68 | |
| UNEMPLOYMENT | 0.050% | 1.26 | |
| WORKERS COMP | 1.500% | 37.95 | |
| ACTIVE RET. INS. COST | 2.000% | 50.60 | |
| TOTAL FRINGE BENEFIT COST | 11.200% | \$ 2,813.31 | \$ 2,813.31 |

| INSURANCE BENEFITS | | | |
|--|---------------|------------------|---------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) | | | |
| (Annual Life Insurance X \$0.075/1000 X 12 Months) | \$ 146,650.99 | 131.99 | |
| MEDICAL INSURANCE (see below) | | 26,379.60 | |
| TOTAL INSURANCE COST | | 26,511.59 | \$ 26,511.59 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 225,998.54 |
|-------------------------------|----------------------|

| | |
|---|--------------|
| BENEFITS = | \$ 79,347.55 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 54.11% |

| | | | | |
|---|-----|-----------|-----------|---------|
| Admn., Superv/Mang. & Conf. (including Fringe amount) | Max | 40,345.56 | 22,218.75 | AVERAGE |
| CSEA | Max | 35,228.16 | 19,566.15 | AVERAGE |

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

Signature:

Email: gerard_debra@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1228
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 |
|--|--|
| Executive Director, Resource Development [DELETE] | Director of Grants 30% GF/70% Grant [ADD] |
| Change in reporting lines (no cost): Exec. Director for Child Development reports to Vice Chancellor, Educational Svcs | Exec. Director of Child Development reports to Assistant Vice Chancellor, Educational Services |

Current annual salary/benefits cost \$ 222,848.25 Proposed annual salary/benefits cost \$ 209,718.19
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): see attached spreadsheet
(Attach necessary budget change forms)

Reason for reorganization:

The Executive Director, Resource Development position is not needed as the Assistant Vice Chancellor manages the Resource Development Department. In reviewing the department's capacity to meet the colleges' and district's needs for grant development and post-award assistance, one management position to oversee grant development/writing, training and support for grant project directors, and to manage fiscal agent grants would be the most cost effective and efficient management model. Also, new responsibilities for the Vice Chancellor, Educational Services requires restructuring; thus, no-cost change in reporting lines for Exec. Dir., Child Development.

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.

No. This change would expand the department's capacity to provide more grant development/writing support; more thorough and responsive fiscal agent services for the Regional, SAC and SCC Strong Workforce Program funds; and more comprehensive training and support for grant project directors at the colleges and district. Change in reporting lines just shifts supervision and support from the Vice Chancellor to the Associate Vice Chancellor.

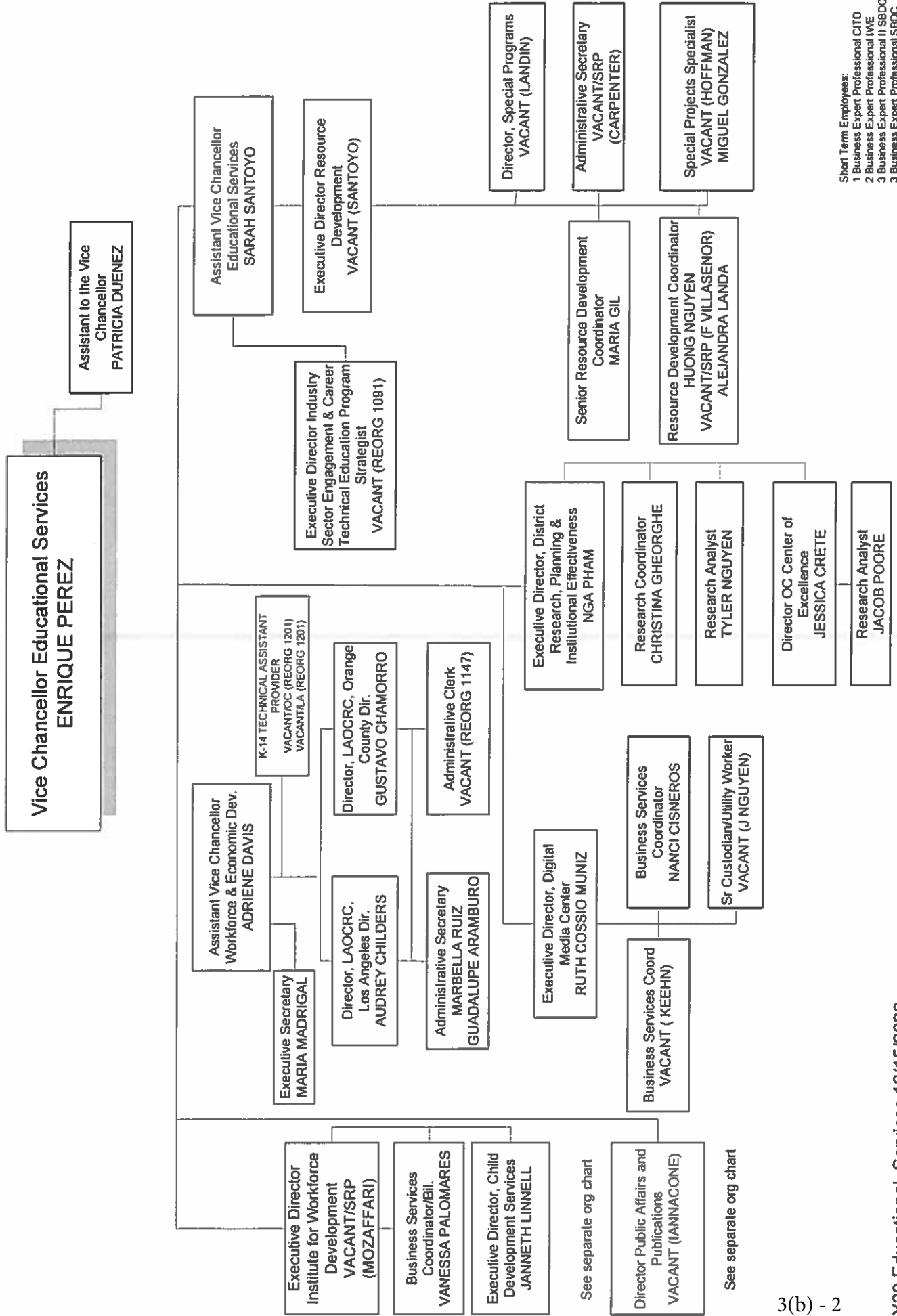
Does this change affect more than one department/division? No Yes If yes, please explain below.
No

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 (Jun 21, 2021 14:05 PDT) Date: _____

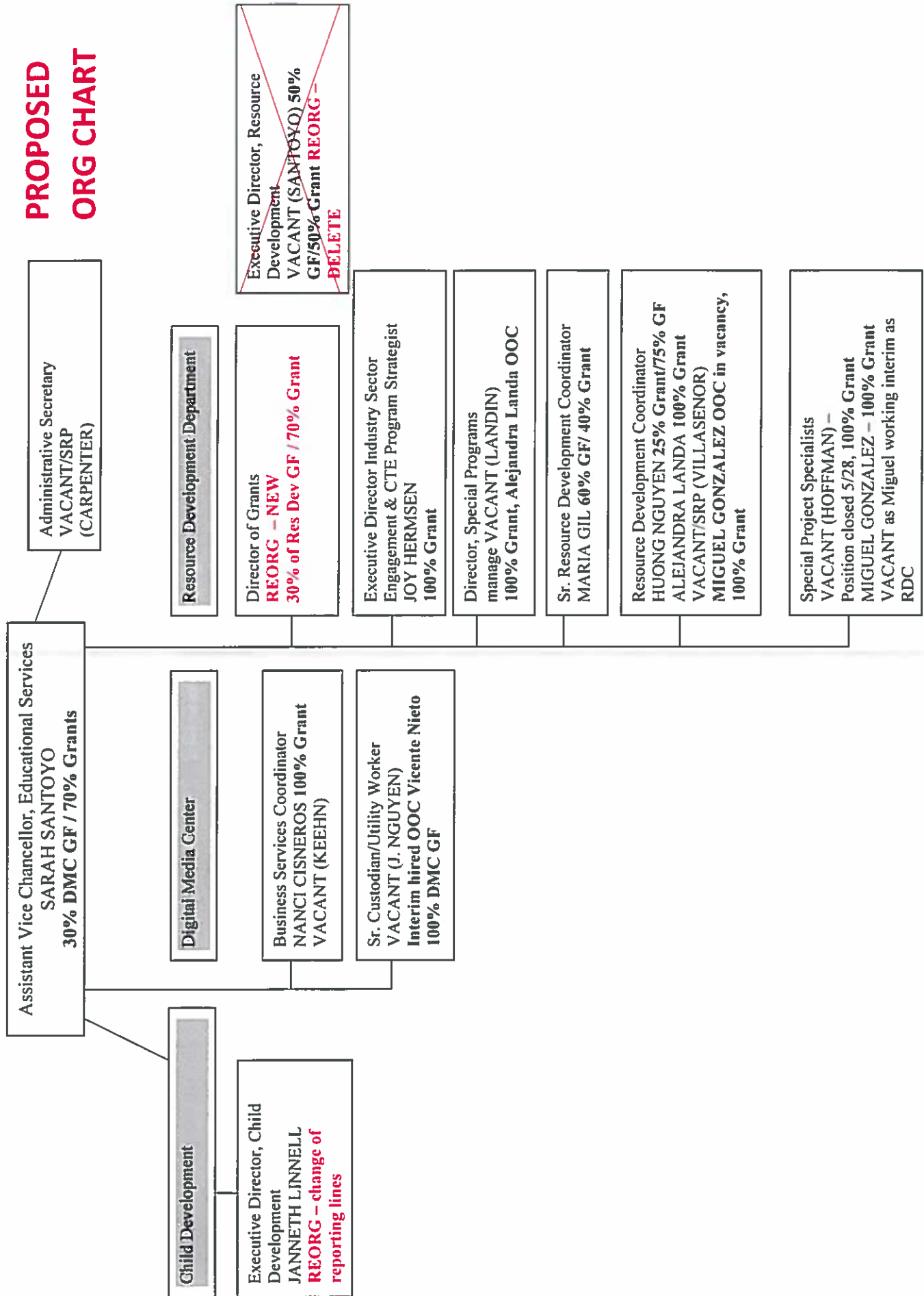
| SIGNATURES AND/OR REVIEW DATES | |
|---|--|
| Human Resources (<i>Signature/Date</i>): <u> Al stair Witter (Jun 21, 2021 14:30 PDT)</u> | Business Operations & Fiscal Services (<i>Signature/Date</i>): <u> Adam O'Connor (Jun 21, 2021 18:03 PDT)</u> |
| | Resource Development (<i>Signature/Date – Only for Restricted Funds</i>): <u> AD  TN</u> |
| COLLEGE POSITIONS | DISTRICT POSITIONS |
| President's Council Approval (<i>Signature/Date</i>): | Chancellor's Cabinet Approval (<i>Signature/Date</i>): <u> DG  Marisol Martinez (Jun 28, 2021 15:25 PDT)</u> |
| Chancellor's Cabinet Approval (<i>Signature/Date</i>): | Chancellor's Council Approval (<i>Signature/Date</i>): |
| CSEA (<i>Signature/Date</i>): | CSEA (<i>Signature/Date</i>): |

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

PROPOSED ORG CHART



| FY: 2021/22 | | Salary & Benefit Analysis for positions on Reorg | | | | | | | | | | | | | | | | | |
|--|--------------|--|---------------|-----|---------------|-----------|----------|----------|------|------------------|--------|-----------------|-------|----------|----------|---------------|------------|--|--|
| Personnel | Monthly rate | Months per Year | Annual Salary | % | Salary Amount | PERS | OASDI | MEDL | PARS | Health & Welfare | Life | Ret. Fd (H & W) | STP | VCI | Fringe | Total Benefit | TOTAL | | |
| Executive Director, Resource Development Grade E Step 4 50% Res Dev GF [DELETE] | 12,220.92 | 12.00 | 146,650.99 | 50% | 73,325.50 | 10,864.86 | 4,649.10 | 1,087.29 | | 11,109.38 | 65.99 | 1,495.71 | 37.49 | 1,124.78 | 1,860.02 | 38,098.83 | 111,424.32 | | |
| Executive Director, Resource Development Grade E Step 4 50% Grant [DELETE] | 12,220.92 | 12.00 | 146,650.99 | 50% | 73,325.50 | 10,864.86 | 4,649.10 | 1,087.29 | | 11,109.38 | 65.99 | 1,495.71 | 37.49 | 1,124.78 | 1,860.02 | 38,098.83 | 111,424.32 | | |
| Director of Grants [ADD] | 11,355.65 | 12.00 | 136,267.85 | 30% | 40,880.36 | 9,402.48 | 2,590.33 | 607.21 | | 0,865.83 | 93.00 | 837.53 | 20.94 | 828.15 | 896.01 | 21,947.27 | 62,727.63 | | |
| Director of Grants [ADD] Grade F Step 4 30% Res Dev GF | 11,355.65 | 12.00 | 136,267.85 | 70% | 95,387.50 | 21,939.12 | 6,058.11 | 1,416.82 | | 16,310.38 | 85.85 | 1,954.23 | 48.86 | 1,465.87 | 2,324.03 | 51,603.07 | 146,990.96 | | |
| Director of Grants [ADD] Grade F Step 4 70% Fiscal Agent Grants | | | | | 136,387.85 | 31,241.61 | 8,664.28 | 3,024.02 | | 23,976.80 | 178.26 | 2,791.78 | 69.79 | 2,893.82 | 3,339.04 | 73,469.34 | 269,716.19 | | |

Estimated Budget for
Proposed 21-22

| 21/22 Res Dev GF | monthly | | annual | | # of month | Salary Amount | PERS | OASDI | 6.20% | 1.45% | 2.00% | Act.Ret. | SUI | WCI | est increase by 3.5% | Health | Life Insr | Fringe | Total Benefits | Salary & Benefits |
|--|-----------|-------|---------|-------|------------|---------------|--------|--------|-------|-------|-------|----------|--------|-----|----------------------|---------|-----------|--------|----------------|-------------------|
| | Salary | % | Salary | % | | | | | | | | | | | | | | | | |
| Director of Grants Grade F Step 4 | 11,355.65 | 30.0% | 136,268 | 30.0% | 12 | 40,881 | 9,403 | 2,596 | 607 | 838 | 21 | 628 | 6,666 | 93 | 996.01 | 21,848 | 62,729 | | | |
| Mania Gil, Sr.Res Dev Coord (18-6 7.5L; 2PGI) | 9,082.59 | 60.0% | 108,991 | 60.0% | 12 | 65,395 | 15,041 | 4,110 | 961 | 1,326 | 33 | 994 | 5,717 | 149 | 900 | 29,232 | 94,627 | | | |
| Huong Nguyen (16-6 + 12.5% Longivity + \$2,750 PG) | 8,588.64 | 75.0% | 103,184 | 75.0% | 12 | 77,388 | 17,799 | 4,868 | 1,138 | 1,570 | 39 | 1,178 | 21,467 | 176 | 1,125 | 49,361 | 126,749 | | | |
| | | | | | | 183,664 | 42,243 | 11,574 | 2,707 | 3,734 | 93 | 2,800 | 33,849 | 419 | 3,021 | 100,441 | 284,105 | | | |

Date and Time of Report Generation: 05/24/2021 17:20
 Account Availability Report Ending: 06/30/2022
 Options: Available/Met/Exceeded Budget
 Fiscal Year: 2022

2021/2022 TENTATIVE BUDGET

| GL Account Number | GL Account Description | Allocated | Actual | Encumbrance | Available |
|---------------------------|--|-----------|--------|-------------|-----------|
| 11-0000-679000-53345-2110 | Classified Management : Resource Deve | 66,512 | 0 | 0 | 66,512 |
| 11-0000-679000-53345-2130 | Classified Employees : Resource Develop | 220,747 | 0 | 0 | 220,747 |
| 11-0000-679000-53345-3215 | PERS - Non-Instructional : Resource Dev | 66,072 | 0 | 0 | 66,072 |
| 11-0000-679000-53345-3315 | OASDHI - Non-Instructional : Resource D | 18,134 | 0 | 0 | 18,134 |
| 11-0000-679000-53345-3325 | Medicare - Non-Instructional : Resource | 4,246 | 0 | 0 | 4,246 |
| 11-0000-679000-53345-3415 | H & W - Non-Instructional : Resource De | 44,020 | 0 | 0 | 44,020 |
| 11-0000-679000-53345-3435 | H & W - Retiree Fund Non-Inst : Resourc | 5,852 | 0 | 0 | 5,852 |
| 11-0000-679000-53345-3515 | SUI - Non-Instructional : Resource Devel | 149 | 0 | 0 | 149 |
| 11-0000-679000-53345-3615 | WCI - Non-Instructional : Resource Deve | 4,389 | 0 | 0 | 4,389 |
| 11-0000-679000-53345-3915 | Other Benefits - Non-Instruct : Resource | 5,185 | 0 | 0 | 5,185 |
| 11-0000-679000-53345-5610 | Lease Agreement - Equipment : Resourc | 1,830 | 0 | 0 | 1,830 |
| 11-0000-679000-53345-5630 | Maint Contract - Office Equip : Resource | 345 | 0 | 0 | 345 |
| 11-0000-679000-53345-5845 | Excess/Copies Useage : Resource Devel | 1,295 | 0 | 0 | 1,295 |
| | | 438,776 | 0 | 0 | 438,776 |

435,306 \$ for S&B

Comparison of Staff Costs to Funding Sources to demonstrate sufficient funding to support Reorg Request and existing staff

| Positions | 21/22 Cost | Cost to Funding Source | | |
|--|------------------|------------------------|----------------|---------------|
| | | Grant | GF RD | GF DMC |
| Asst. Vice Chancellor, Educational Services (Sarah Santoyo) | 331,677 | 235,346 | | 96,331 |
| Director of Grants (TBH) | 283,056 | 198,594 | 84,462 | |
| Sr. Resource Development Coordinator (Maria Gil) | 199,881 | 79,953 | 119,929 | |
| Resource Development Coordinators (3) (Huong Nguyen) | 227,032 | 56,758 | 170,274 | |
| Resource Development Coordinators (Alejandra Landa) | 181,937 | 181,937 | | |
| Resource Development Coordinators (VACANT - Villasenor; Miguel Gonzalez sub) | 135,846 | 135,846 | | |
| Special Project Specialist (VACANT - Hoffman; position closes 5/28/2021) | 141,814 | 141,814 | | |
| Special Project Specialist (Miguel Gonzalez - vacant because Miguel is subbing in Res Dev Coord vacancy) | | | | |
| Total Cost | 1,501,243 | 1,030,247 | 374,665 | 96,331 |
| | 100% | 69% | 31% | |

| Funding Sources | Grant COB | New | RD | DMC | Total |
|---|----------------|----------------|----------------|----------------|------------------|
| FY 2021/2022 Tentative | | | 438,776 | 296,592 | |
| #2182 | 130,312 | | | | |
| #2225 | 168,302 | | | | |
| #2247 | 334,830 | | | | |
| #2254 | 152,024 | | | | |
| New 21/22 SWP Regional Fund FA 2% (ends 12/31/2023) | | 300,000 | | | |
| New Fiscal Agent Services Agreement Fees | | 500,000 | | | |
| Total Funds Estimated for 21/22 | 785,469 | 800,000 | 438,776 | 296,592 | 2,320,837 |

65%

As the costs for the positions represent about 65% of the funding sources identified for 2021/2022.

DIRECTOR OF GRANTS

CLASS SUMMARY

Directly responsible for the leadership and administration of grant development and grant administration efforts to support ongoing success of the district and its colleges and other instructional sites, including pre- and post- award activities for federal, state, and local government grants and private competitive grants.

REPRESENTATIVE DUTIES

Manages and is accountable for all functions within the Resource Development Department, including preparation of grant proposals, negotiation of awards, initiation of projects, fiscal oversight, interface with project personnel and funding source personnel, report preparation, project termination, and assurance of required compliance with all district, federal, state, and other regulations and policies. Identifies and disseminates information on public funding opportunities that align with the district's mission and goals. Serves as RSCCD's primary liaison to public funding sources, and promotes the district's interests with these agencies. Supervises staff assigned to the Resource Development Department; assigns and reviews work for completion and accuracy; identifies staff training needs; trains staff as needed; completes periodical performance appraisals. Develops and implements operating procedures to enhance and ensure efficiency and effectiveness of operations. Assists in drafting and implementing policies for improved grant development and operating procedures. Maintains official files of grant-funded projects. Maintains accurate records on grant development efforts and prepares annual report on outcomes of these activities. Develops and administers the department's annual budget. Consults with college departments, faculty and staff relative to resource development needs, opportunities and obligations. Develops and presents grant workshops to faculty and staff. Maintains library of resource development resource materials. Facilitates cooperation between departments and between the district/colleges and outside agencies on collaborative grant proposals. Facilitates group development of programs and strategies relative to proposal development. Provides ongoing technical assistance to managers and staff of grant-funded programs. Monitors developments in federal and state agencies as they impact-funding opportunities. Serves on committees whose functions relate directly or indirectly to the administration of grant programs.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated Administrator.

DIRECTOR OF GRANTS cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree from an accredited college or university. A minimum of five (5) years of recent and successful grant developing and monitoring experience, preferable in an educational setting.

Knowledge and Abilities

Thorough Knowledge of: The principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations; principles and practices of grant writing, including interpreting "requests for proposals (RFP)," program planning and development, understanding of how to address each section of the RFP, proper English language grammar usage, budget planning and development, proposal development, assembly and submission.

General Knowledge of: the goals and objectives of higher education and, specifically, community colleges; financial management principles and practices; principles of public and non-profit administration; personnel supervision; applicable uses of word processing, spreadsheet and database software packages and the Internet.

Ability to: plan, organize, and efficiently manage concurrent demands and meet deadlines in a complex and fast-paced environment; lead teams, groups and meetings; resolve group conflict; gather varied data, analyze and resolve complex problems, visualize operational and program implications, reason logically, draw valid conclusions, recommend alternatives and take appropriate actions; plan, organize and direct and coordinate the work of others; communicate clearly and professionally, both orally and in writing; develop, implement, interpret and apply a wide variety of governmental and department policies and procedures; establish and maintain cooperative working relationships with internal college district constituencies, external funding agencies, auditors, community and educational partners.

Skills: evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical and/or learning disabled and ethnic profile of the college and community population.

Signature: 
Email: Gil_Maria@rscdd.edu

Signature: 
Thao Nguyen (Jun 21, 2021 17:31 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature: 
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

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

Number # 1229
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 / Safety & Security

Manager/Supervisor: Enrique Perez / Chief Ralph Webb

Position(s) affected:

| CURRENT POSITION | PROPOSED POSITION |
|---|---|
| Safety & Security Division (change to reporting lines only) | Safety & Security Division (change to reporting lines only) |
| (current reporting to VC Business Operations/Fiscal Services) | (reports to Vice Chancellor Educational Services) |
| | |
| | |

Current annual salary/benefits cost \$ funding not affected Proposed annual salary/benefits cost \$ funding not affected
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): _____
(Attach necessary budget change forms)

Reason for reorganization:

Purpose is to bring together communications and safety into same division to improve collaboration and strategic planning.


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

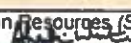


No Yes If yes, please explain below.

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

Safety & Security no longer reports to VC Business Operations/Fiscal Services; now reports to VC Educational Services.

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

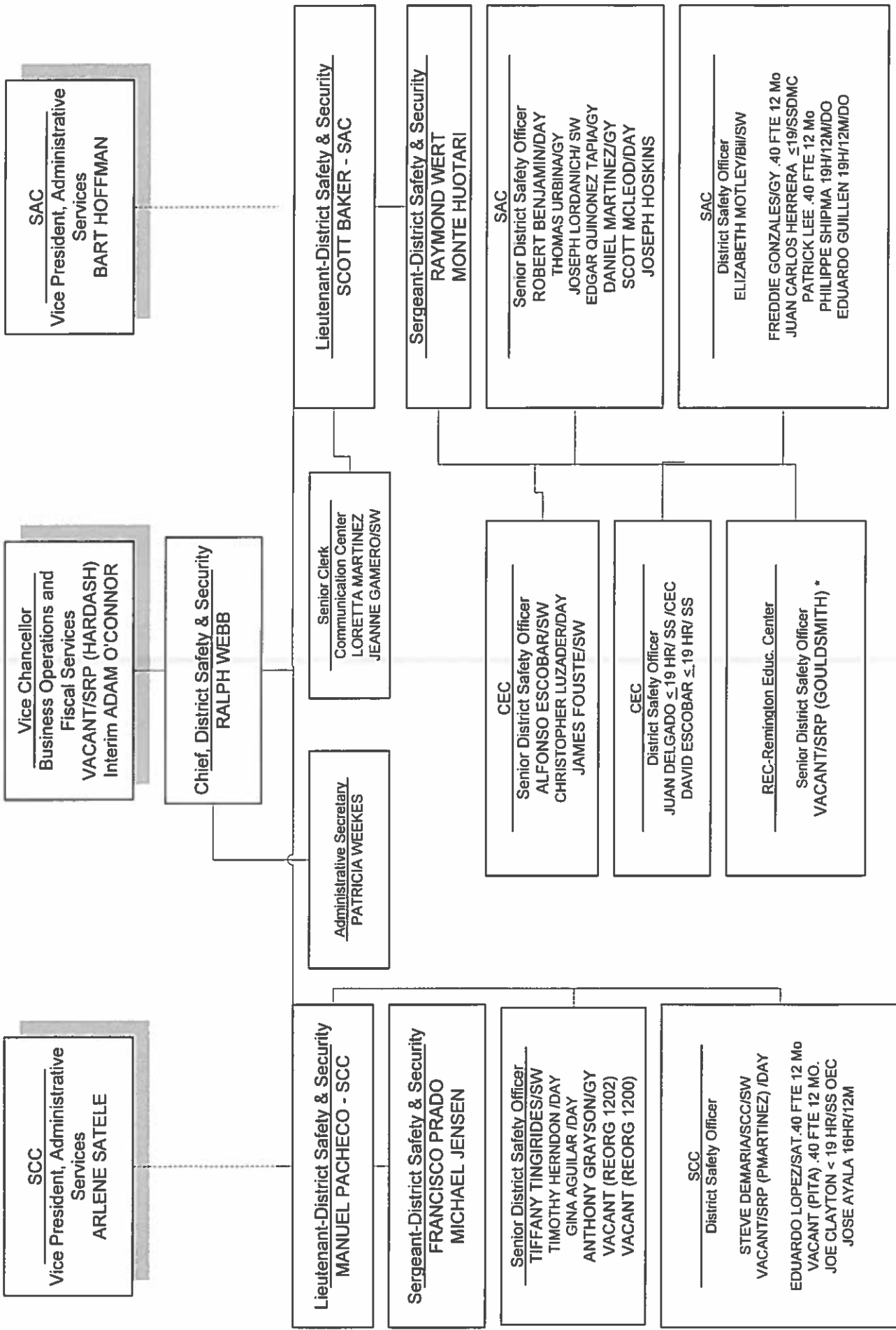
Submitted by (District Cabinet Member):  Date: 6/30/2021

| SIGNATURES AND/OR REVIEW DATES | |
|---|--|
| Human Resources (Signature/Date):  Alistair Winter (Jul 7, 2021 07:55 PDT) | Business Operations & Fiscal Services (Signature/Date):  Adam O'Connor (Jul 8, 2021 07:53 PDT) |
| | Resource Development (Signature/Date – Only for Restricted Funds) |
| COLLEGE POSITIONS | DISTRICT POSITIONS |
| President's Council Approval (Signature/Date): | Chancellor's Cabinet Approval (Signature/Date):  Maria Martinez (Jul 13, 2021 11:55 PDT) |
| Chancellor's Cabinet Approval (Signature/Date): | Chancellor's Council Approval (Signature/Date): |
| CSEA (Signature/Date): | CSEA (Signature/Date): |

Current

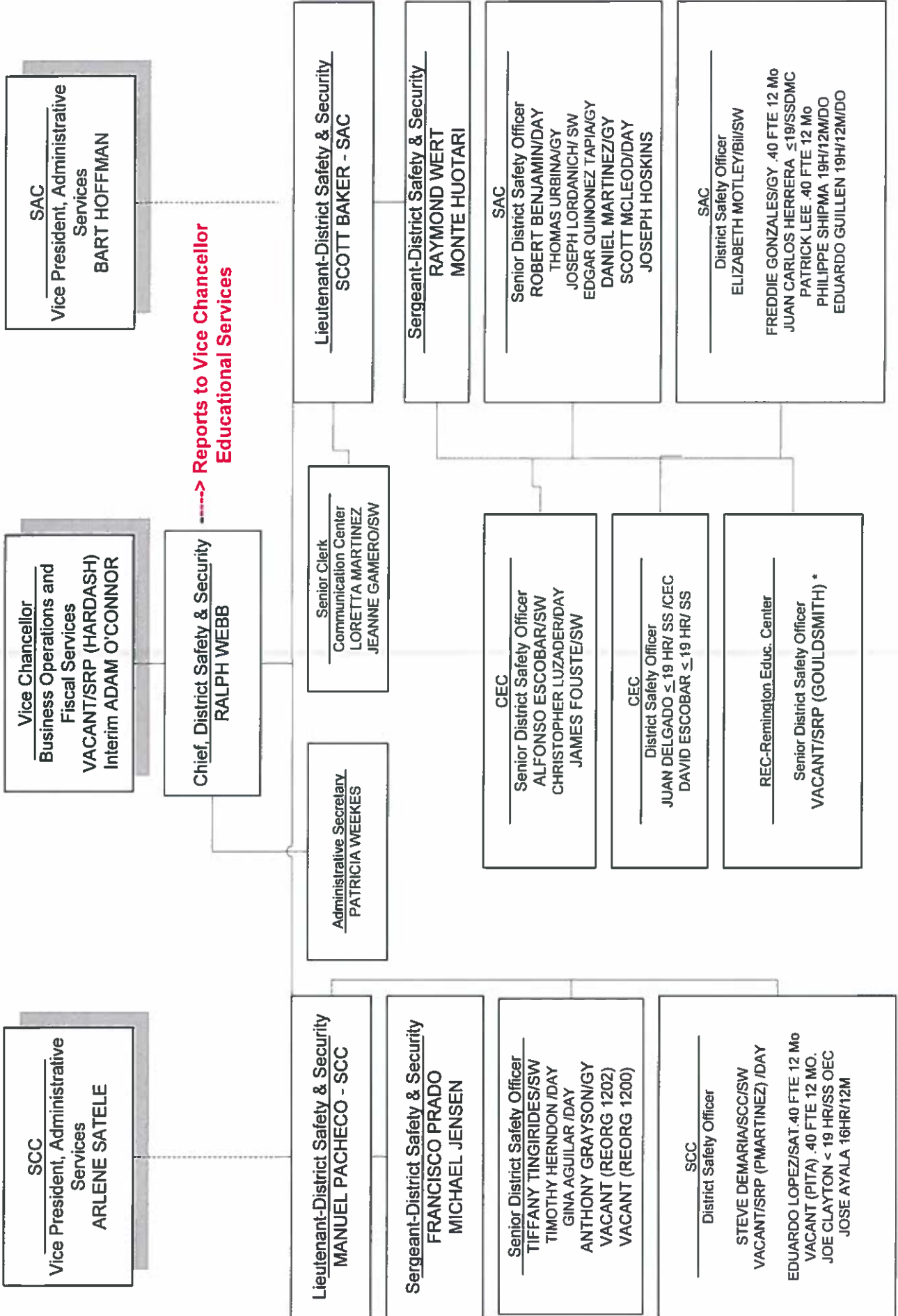
**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
SAFETY AND SECURITY**

* Y Raled

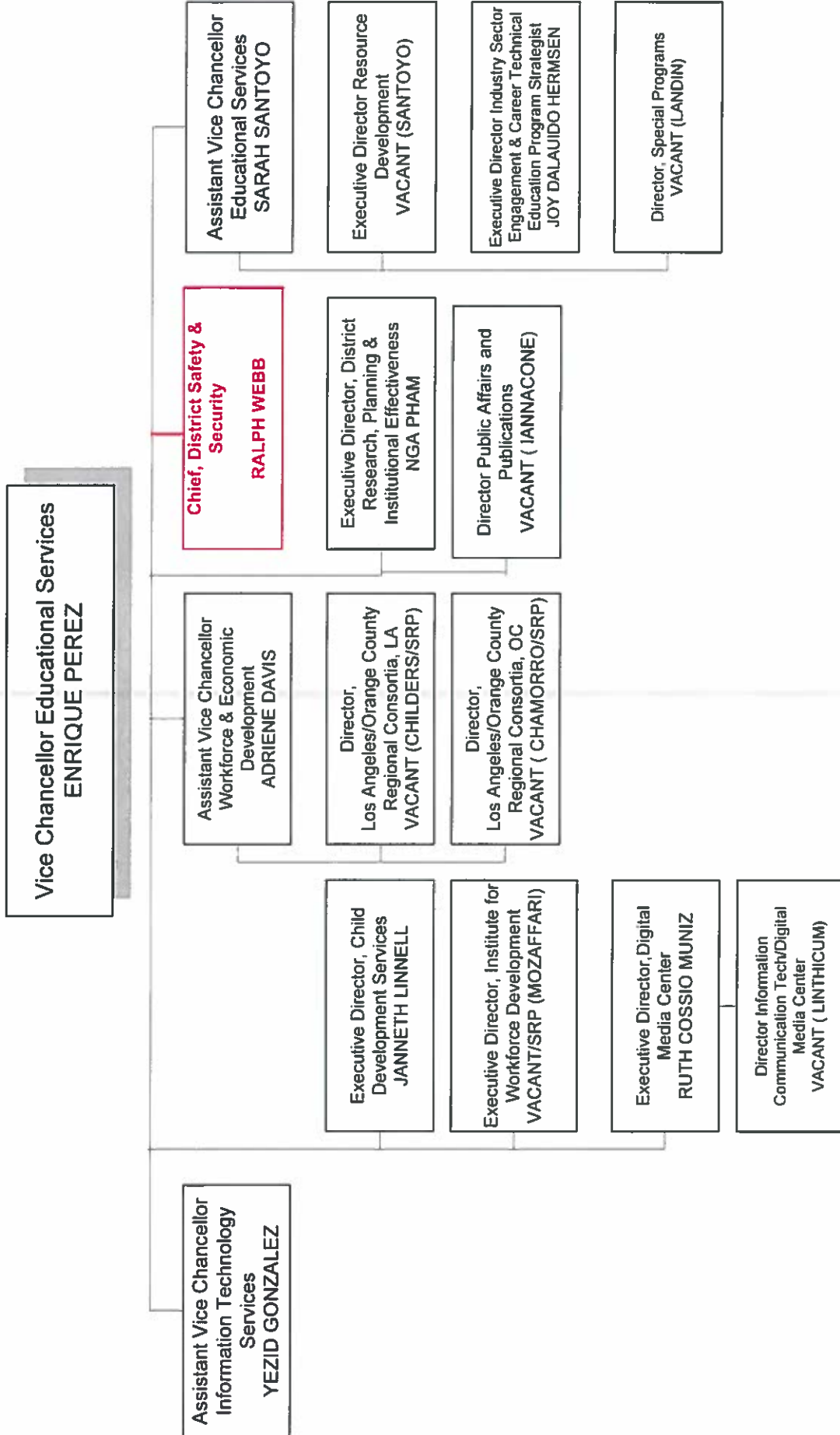


**Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
SAFETY AND SECURITY**

* Y Rated



EDUCATIONAL SERVICES



Signature: *Thao Nguyen*
Thao Nguyen (Out 8/20/11 07:14 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

Signature: *Debra Gerard*
Email: gerard_debra@rscdd.edu

DIRECTOR, ENTERPRISE APPLICATIONS SERVICES

CLASS SUMMARY

Under general direction, provides strategic leadership and guidance for the architecture, development, implementation, integration, maintenance and enhancement of the district's enterprise software applications; has the final responsibility over the entire ITS Enterprise Applications team, which supports enterprise student and administrative systems; ensures the effective planning and completion of multiple software projects of varying size and scope to meet business area requirements; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; drives innovation and oversees software architecture design and integration with third-party applications; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Provides strategic vision and leadership on enterprise application operations; has the primary responsibility for the oversight of enterprise student and administrative information systems, including the district's Enterprise Resource Planning (ERP)/Student Information System (SIS), Learning Management System (LMS), business intelligence, reporting and other enterprise systems; works within the district's IT governance framework to develop technology strategy, define project requirements, agree on priorities, provide project status updates and deliver projects on time and on budget; supervises and directs the activities of Enterprise Applications Managers, Specialists, Business Systems Analysts, development and systems programming teams and external consultants; assigns, trains, evaluates and supervises staff; coordinates applications/database support and development activities through direct and indirect staff as well as contracted services; provides support for state reporting requirements such as annual and term-based submittals of Management Information Systems (MIS) data to the State Chancellor's Office; performs systems analysis and project management activities that include planning, designing, implementing, and maintaining districtwide business applications and reporting systems; communicates with personnel from a variety of departments including staff, faculty, administrators and various vendors and researchers to exchange information concerning existing and proposed application systems and to gather and document business requirements; represents the department on committees and workgroups and attends meetings related to district's application operations; ensures that team members are responding to, and troubleshooting reported problems pertaining to application performance and reliability; identifies the root cause of issues and develops and implements an approved approach for resolution; collaborates with other ITS management employees on the development, implementation, interpretation, application, and update of standard operating procedures and guidelines related to the security and operation of enterprise applications and other various technologies; supports the district's data governance processes, oversees data warehouse administration and updates of data element dictionaries; assists in preparing enterprise information systems operating plans and budgets; recommends funding and procurement of information systems enhancements; attends conferences, seminars and trainings to keep up with the industry in regard to the district's application software.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Assistant Vice Chancellor of Information Technology Services.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, Business Administration, Business Systems Computer Science, or a related field, and five years of experience in a supervisory capacity in a technology services environment or equivalent leadership experience and five years of experience within any of the following categories: Application development/database reporting, enterprise information systems, system or data architecture, formal software development methodologies.

OTHER QUALIFICATIONS

Knowledge and Abilities

Knowledge of enterprise information systems planning, analysis, design, conversion, testing, implementation and operations; application support and troubleshooting principles and practices; understanding of database management principles and practices; project portfolio management principles, advanced systems analysis methods and techniques of IT applications and development such as Agile Software Development, DevOps and Scrum principles. Understanding of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting; ERP/SIS, LMS, CRM, CMS and business and back office applications, preferably used in an educational environment. Understanding of Forms and Reports Relational Database programming, web development, ODBS and API data access. Experience with business intelligence and reporting tools, data governance, data warehouse and data architecture principles and techniques. Understanding of California State reporting requirements such as Management Information Systems (MIS) and CCFS-320 submittals. Experience developing technology strategy and implementing standard operating procedures.

Ability to manage teams of ten or more direct reports, provide excellent customer service, manage enterprise-wide application system projects and communicate technical information to a non-technical audience. Capability to support public and private cloud computing environments and develop automated business systems; maintain current knowledge of trends and technological advancements in assigned areas of responsibility. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: Ability to use a computer workstation throughout the workday.

~~RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT~~ ~~CLASS~~
~~SPECIFICATIONSANTA ANA, CALIFORNIA~~ ~~Revised April~~
~~2007~~

DIRECTOR, ENTERPRISE APPLICATIONS SERVICES INFORMATION SYSTEMS

CLASS SUMMARY

~~Under general direction, _provides strategic leadership and guidance for the architecture, development, implementation, integration, maintenance and enhancement of the district's enterprise software applications; has the final responsibility over the entire ITS Enterprise Applications team, which supports enterprise student and administrative systems; supervises and directs the activities of Enterprise Applications Managers, Specialists, Business Systems Analysts, development and systems programming teams and external consultants; ensures the effective planning and completion of multiple software projects of varying size and scope to meet business area requirements; this position: manages information systems support services for enterprise software applications including supervision of information systems support staff; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; drives innovation and oversees software architecture design and integration with third-party applications; assumes and performs related duties and responsibilities as required.~~

REPRESENTATIVE DUTIES

~~This position:Provides strategic vision and leadership on enterprise application operations; has the primary responsibility for the oversight of enterprise student and administrative information systems, including the district's Enterprise Resource Planning (ERP)/Student Information System (SIS), Learning Management System (LMS), business intelligence, reporting and other enterprise systems; works with administration within the district's IT governance framework to develop technology strategy, define project requirements, and negotiate agree on priorities, provide project status updates and deliver projects on time and on budget; supervises and directs the activities of Enterprise Applications Managers, Specialists, Business Systems Analysts, development and systems programming teams and external consultants; assigns, trains, evaluates and supervises staff; coordinates applications/database support and development activities through direct and indirect staff as well as contracted services; provides support for state reporting requirements such as annual and term-based submittals of Management Information Systems (MIS) data to the State Chancellor's Office; performs systems analysis and project management activities that include planning, designing, implementing, and maintaining districtwide business applications and reporting systems; communicates with personnel from a variety of departments including staff, faculty, administrators and various vendors and researchers to exchange information concerning existing and proposed application systems and to gather and document business requirements; represents the department on committees and workgroups and attends meetings related to district's application operations; ensures that team members are responding to, and troubleshooting reported problems pertaining to application~~

performance and reliability; identifies the root cause of issues and develops and implements an approved approach for resolution; collaborates with other ITS management employees on the development, implementation, interpretation, application, and update of standard operating procedures and guidelines related to the security and operation of enterprise applications and other various technologies; supports the district's data governance processes, oversees data warehouse administration and updates of data element dictionaries; assists in preparing enterprise information systems operating plans and budgets; recommends funding and procurement of information systems enhancements; attends conferences, seminars and trainings to keep up with the industry in regard to the district's application software.

~~; supervises technical support for enterprise information systems; evaluates enterprise information systems including hardware, software, and networks; analyzes the impact of academic and administrative policy and procedures changes on enterprise information systems; researches application of new software for administrative programs; assists in establishing and administering standards for enterprise information systems development, deployment, and operation; supervises and evaluates technical staff; assists in preparing enterprise information systems operating plans and budgets; manages projects to meet budget and schedule objectives.~~

ORGANIZATIONAL RELATIONSHIP

This position reports to the ~~Assistant~~ Vice Chancellor of Information Technology Services.

DESIRABLE QUALIFICATION GUIDE

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, Business Administration, Business Systems Computer Science, or a related field or equivalent, and five years of experience in a supervisory capacity in a technology services environment or equivalent leadership experience and five years of experience within any of the following categories: Application development/database reporting, enterprise information systems, system or data architecture, formal software development methodologies.

OTHER QUALIFICATIONS

Knowledge and Abilities

Knowledge of: ~~enterprise information systems planning, analysis, design, conversion, testing, implementation, and operations;~~ knowledge of application support and troubleshooting principles and practices; understanding of database management principles and practices; ~~Knowledge of~~ project portfolio management principles, advanced systems analysis methods and techniques of IT applications and development such as Agile Software Development, DevOps

and Scrum principles. Understanding of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting; Knowledge of ERP/SIS, LMS, CRM, CMS and business and back office applications, preferably used in an educational environment. Understanding of Forms and Reports Relational Database programming, web development, ODBS and API data access. Experience with business intelligence and reporting tools, data governance, data warehouse and data architecture principles and techniques. Understanding of California State reporting requirements such as Management Information Systems (MIS) and CCFS-320 submittals. Experience developing technology strategy and implementing standard operating procedures.

Ability to: plan, organize, and execute projects; manage programming staff; identify, analyze and recommend enterprise information systems; communicate effectively and establish cooperative working relationships with faculty, administration, and vendors; manage the diagnosis of, and direct corrective action to resolve operational problems; analyze and recommend process improvements; prepare clear and concise project documentation; communicate clearly and concisely both verbally and in writing. Ability to manage teams of ten or more direct reports, provide excellent customer service, manage enterprise-wide application system projects and communicate technical information to a non-technical audience. Capability to support public and private cloud computing environments and develop automated business systems; maintain current knowledge of trends and technological advancements in assigned areas of responsibility. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: Ability to use a computer workstation throughout the workday.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22 Adopted Budget Assumptions
June 29, 2021

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus outyear cost of living adjustments (COLA) as we are a hold harmless district less estimated deficit factor.

B. FTES Workload Measure Assumptions:

| Year | Base | Actual | Funded | Actual Growth |
|---------|-----------|-----------|-----------|---------------|
| 2015/16 | 28,908.08 | 28,901.64 | 28,901.64 | -0.02% |
| 2016/17 | 28,901.64 | 27,517.31 | 28,901.64 | a -4.79% |
| 2017/18 | 28,901.64 | 29,378.53 | 29,375.93 | b 1.65% |
| 2018/19 | P3 | 25,925.52 | 28,068.86 | c -11.75% |
| 2019/20 | P3 | 27,028.98 | 26,889.30 | 4.26% |
| 2020/21 | P2 | 24,599.75 | | -8.99% |

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The governor's state budget proposal includes .5% systemwide growth funding, 5.07% COLA, and no base allocation increase. The components now remain at 70/20/10 split with funded COLA added to all metrics each year. Any changes to our funding related to the SCFF will be incorporated when known.

| | |
|--|--------------------|
| Projected COLA of 5.07% | \$8,864,293 |
| Projected Growth/Access | \$0 |
| Deficit Factor (2%) | (\$3,674,048) |
| Apportionment Base Incr (Decr) for 2020/21 | <u>\$5,190,245</u> |

2021/22 Potential Growth at 0.5% 27,164

C. Education Protection Account (EPA) funding estimated at \$29,927,255 based on 2020/21 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$150 per FTES (\$3,757,379). Restricted lottery at \$49 per FTES (\$1,227,410). (2020/21 @ P1 of resident & nonresident factored FTES, 25,049.19 x \$150 = \$3,757,379 unrestricted lottery; 25,049.19 x \$49 = \$1,227,410.) Decrease of \$385,103.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$554,206 (2020/21 @ Advance). Increase of \$95,647.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements are reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2020/21 @ Advance of \$279,888. Slight increase.

H. Mandates Block Grant estimated at a total budget of \$869,923 (\$30.85 x 28,198.47). Unchanged. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,700,000. (SAC \$2,000,000, SCC \$700,000). Increase of \$800,000.

J. Interest earnings estimated at \$1,000,000. Decrease of \$400,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$407,680. Unchanged.

L. Apprenticeship revenue estimated at \$3,951,786. Unchanged. (Corresponding expenses are also budgeted for additional apprenticeship course offerings.)

M. Scheduled Maintenance/Instructional Equipment allocation. \$11 million estimated in the state budget.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22 Adopted Budget Assumptions
June 29, 2021

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing 5.07% Cost of Living Allowance (COLA). COLA of 4% was negotiated for FARSCCD & CSEA bargaining groups. COLA of 3% for Management. This salary increase excludes employees who took the Supplemental Retirement Program (SRP). The College will need to budget for bargained increased costs in Salaries and Benefits for part-time employees. The estimated cost of a 1% salary increase is \$1.92 million for all funds. The estimated cost of a 1% salary increase is \$1.47 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.30 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$487,405 CSEA approximate cost \$439,025, Management/Other approximate cost \$376,085) For all funds, it is estimated to = \$1.78 million (FARSCCD = \$575,363, CSEA = \$703,059, Management/Others = \$504,457) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2022 is estimated at 3.5% for an additional cost of approximately \$859,571 for active employees and a reduction of \$440,379 for retirees, for a combined increase of \$419,192 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$1,130,585 State Unemployment Insurance local experience charges are estimated at \$250,000 (2019/20 budgeted amount). Unchanged. CalSTRS employer contribution rate will increase in 2021/22 from 16.15% to 16.92% for an increase of \$573,989. (Note: The cost of each 1% increase in the STRS rate is approximately \$740,000.) CalPERS employer contribution rate will increase in 2021/22 from 20.70% to 22.91% for an increase of \$877,511. (Note: The cost of each 1% increase in the PERS rate is approximately \$390,000.)
- E. The full-time faculty obligation (FON) for Fall 2021 has not been calculated at this time. The Fall 2020 report indicated the District was 33.8 faculty over its FON. This number will be reduced based on faculty taking the SRP. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$156,349. Penalties for not meeting the obligation amount to approximately \$82,754 per FTE not filled. Each faculty hired over the FON adds cost of \$101,463 (\$156,349 - \$54,886).
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/21 for hourly faculty is \$1,513. Increase of \$58 per LHE. (Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$54,886)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Actuarially Determined Contribution (ADC) for FY 2021/22 is estimated to be \$10,478,640. The District will therefore increase the employer payroll contribution rate of 1.10% to 2.00% of total salaries. This increases of \$1,036,245 to the unrestricted general fund and \$1,456,616 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:

| | Ongoing Cost | One-time Cost |
|-------------------------|--------------|---------------|
| ODEI/Leadership Academy | \$ 518,379 | |
| DMC Operating Cost | \$ 96,682 | \$ 71,500 |
- M. Fifth contribution of Santiago Canyon College ADA Settlement expenses of \$2 million from available one-time funds.

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| Rancho Santiago Community College District Unrestricted General Fund Summary 2021/22 Adopted Budget Assumptions June 29, 2021 |
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| | * <u>New Revenues</u> | Ongoing Only | One-Time |
|-------------|---|---------------|---------------|
| A | Student Centered Funding Formula | | |
| B | Projected COLA of 5.07% | \$8,864,293 | |
| B | Growth | \$0 | |
| B | Deficit Factor (2%) - additional | (\$177,286) | |
| D | Unrestricted Lottery | (\$385,103) | |
| H | Mandates Block Grant | \$0 | |
| I | Non-Resident Tuition | \$800,000 | |
| J | Interest Earnings | (\$400,000) | |
| L | Apprenticeship - SCC | \$0 | |
| EGK | Misc Income | \$97,039 | |
| | Total | \$8,798,943 | \$0 |
| | <u>New Expenditures</u> | | |
| B | Salary Schedule Increases/Collective Bargaining ** | \$3,985,266 | |
| C | Step/Column | \$1,302,515 | |
| D | Health and Welfare/Benefits Increase (3.5%) | \$859,571 | |
| D | H/W Estimated Savings due to Retiree Companion Care | (\$440,379) | |
| D | CalSTRS Increase | \$573,989 | |
| D | CalPERS Increase | \$877,511 | |
| E | Full Time Faculty Obligation Hires | \$0 | |
| E/F | Hourly Faculty Budgets (Match Budget to Actual Expense) | \$0 | |
| G | Increased Cost of Retiree Health Benefit ADC | \$1,036,245 | |
| H | Capital Outlay/Scheduled Maintenance Contribution | \$0 | |
| I | Utilities Increase | \$100,000 | |
| J | ITS Licensing/Contract Escalation Cost | \$125,000 | |
| K | Property, Liability and All Risks Insurance | \$0 | |
| II.L | Apprenticeship - SCC | \$0 | |
| L | Other Additional DS/Institutional Costs | \$615,061 | \$71,500 |
| M | SCC ADA Settlement Costs | \$0 | \$2,000,000 |
| | Total | \$9,034,779 | \$2,071,500 |
| | 2021/22 Budget Year Unallocated (Deficit) | (\$235,837) | |
| | 2020/21 Structural Unallocated (Deficit) | (\$2,228,268) | |
| | Summer 2021 Est. Utilities Savings for 4/10 work schedule | \$120,000 | |
| | Unemployment rate change from 0.05% to 0.50% | (\$528,937) | |
| | HEERF transfer for SUI increase | \$528,937 | |
| | HEERF Indirect Cost Revenue Offset | \$2,344,105 | |
| | SRP 1 Estimated Savings | | |
| | SRP 2 Estimated Savings | | |
| | Other Estimated Savings | | |
| | Total Net Unallocated (Deficit) | \$0 | (\$2,071,500) |

In addition, as both college budgets for adjunct faculty have been underbudgeted in total by approximately \$6.5 million, the colleges need to appropriately fund adjunct faculty costs tied to the class schedules offered and prior year actual costs when adjusted for new full-time faculty hired.

* Reference to budget assumption number

** 4% for FARSCCD/CSEA/CEFA and 3% for Management

Rancho Santiago Community College District ADMINISTRATIVE REGULATION

Chapter 4 Academic Affairs

AR 4232 Pass/No Pass

Reference(s):

Title 5 Section 55022

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect on registration, or within the first 30% of the class's scheduled duration, to take the course on a "pass-no pass" basis.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

The following guidelines apply to courses taken for pass-no pass as designated by each College Catalog:

- Courses in the student's major field may not be taken under the Pass/No Pass policy except as designated for major courses for Associate Degrees for Transfer or other exceptions as designated in the SAC or SCC catalog.
- Honors courses cannot be taken for Pass/No Pass.
- Courses that meet major requirements must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis. Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade. Universities sometimes prefer that students have letter grades in English, mathematics, speech, and critical thinking courses. Courses that meet major requirements at a university (other than major requirements for ADT's) typically must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for course on

a Pass/No Pass basis. If the student is unclear about requirements, it is best to consult with a counselor before using the Pass/No Pass option.

- Except as in item number one above, Aa maximum of 6 Pass/No Pass units may be carried during any one semester.
- A maximum of ~~12~~ 14 Pass/No Pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment, or units earned in courses for which Pass/No Pass in the only grading option.
- ~~Pass/No Pass petitions are available at the Admissions and Records Offices. The Pass/No Pass petition must be signed by a counselor and be submitted between the first and fifth week of the fall and spring terms (for full semester classes) or by the first thirty percent (30%) of the class meeting dates (for short term classes), whichever is less. Pass/No Pass petitions are available at the Admissions and Records Office of the college and must be submitted between the first and fifth week of the fall and spring terms or thirty percent (30%) of the class meeting dates/term, whichever is less. Pass/No Pass status cannot be changed back to a letter grade.~~
- ~~Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.~~
- Pass indicates a "C" or better.
- ~~Pass/No Pass grades are accepted for certification in all areas. However, letter grades may be recommended or required for specific courses in a given major. Each GSU campus may also limit the total number of units graded Pass.~~
- For a certificate a Pass/No Pass course is acceptable if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.
- ~~For Associate Degrees, units earned at a regionally accredited college or university on a Pass/ No Pass basis will be counted toward the degree requirements of the college, to a maximum of 15 units.~~
- ~~Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade.~~

Adopted: September 17, 2018

Revised: xxxxxxxx, 2021