



Rancho Santiago Community College District
District Council Meeting

January 29, 2024

1:30 p.m.

Via Zoom

<https://rsccd-edu.zoom.us/j/88069065341>

669-444-9171 / 880 6906 5341

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. Call to Order/Update Ingram
2. Approval of November 6, 2023 District Council Meeting Minutes - **ACTION** Ingram
3. Comprehensive Master Plan – **ACTION** Pham
 - a. Approval of Strategic Directions
4. Approval of Board Policy Updates – **ACTION** Ingram
 - a. BP 3502 Networked Video Cameras (NEW)
 - b. BP 3515 Reporting of Crimes
5. Approval of Administrative Regulation Updates – **ACTION** Ingram
 - a. AR 3500 Campus Safety
 - b. AR 3502 Networked Video Cameras (NEW)
 - c. AR 3505 Emergency Response Plan
 - d. AR 3515 Reporting of Crimes
 - e. AR 3516 Registered Sex Offender Information
 - f. AR 3750.1 Data Governance Gonzalez
 - g. AR 6100 Delegation of Authority, Business & Fiscal Affairs
 - h. AR 6200 Budget Preparation
 - i. AR 6250 Budget Management
 - j. AR 6300 Fiscal Management
 - k. AR 6303 Fiscal Accountability
 - l. AR 6305 Reserves
 - m. AR 6320 Investments
 - n. AR 6400 Financial Audits
 - o. AR 6450 Wireless or Cellular Telephone Use
 - p. AR 6750 Vehicle Operation and Parking
 - q. AR 7600 Campus Security Officers (NEW)
 - r. AR 7700 Whistleblower Protection Winter

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|---|--|
| <p>6. Approval of Job Descriptions – ACTION</p> <ul style="list-style-type: none"> a. Senior Human Resources Analyst b. Manager Human Resources Operations c. Director Human Resources d. Manager Employee Relations and District Investigations e. District Investigator (NEW) f. Principal Investigator (NEW) g. Principal Human Resource Analyst | <p>Winter</p> |
| <p>7. Committee Reports – INFORMATION</p> <ul style="list-style-type: none"> a. Planning & Organizational Effectiveness Committee b. Human Resources Committee c. Fiscal Resources Committee d. Physical Resources Committee e. Technology Advisory Group | <p>Rutan
Winter
Ingram
Ingram
Gonzalez</p> |
| <p>8. Constituent Representative Reports - INFORMATION</p> <ul style="list-style-type: none"> a. Academic Senate - SAC b. Academic Senate - SCC c. Classified Staff d. Student Government - SAC e. Student Government – SCC | <p>Coyne
Rutan
Johnson
Cantoran
Lopez</p> |

Next Meeting:
March 4, 2024



Rancho Santiago Community College District District Council Meeting

MINUTES November 6, 2023

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Thao Nguyne for Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka for Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Michael Taylor	Present
	Sarah Salas for Tyler Johnson	Present
	Zina Edwards	Absent
	Ambar Nakagami	Present
	Luigi Esquivel for Raven Cantoran	Present
	Gabriel Lopez	Absent
Guests:	Chi-Chung Keung	
	Dane Clacken	
	Adam Howard	
	Ron Gonzalves	
	Kimberly Perna	
	Nancy Tanner	

1. Call to Order/Update
 - a. The Chancellor convened the meeting via Zoom Conference at 1:34 p.m. and a roll call of attendees was taken.

2. Kick Off of District Comprehensive Master Plan
 - a. Vice Chancellor Enrique Perez provided District Council with a summary of the efforts and timing related to the development of the District Comprehensive Master Plan.

3. Approval of Minutes

- a. It was moved by Mr. Beyersdorf, seconded by Dr. Kim and carried unanimously, with an abstention by Tara Kubicka, to approve the minutes of the October 2, 2023 meeting.

4. Approval of Reorganizations

- a. It was moved by Mr. Beyersdorf and seconded by Dr. Kim to approve the following reorganizations:
 - i. Reorg #1368 – DO/Accounts Payable/Fiscal Services – approved unanimously.
 - ii. Reorg #1369 – DO/Payroll/Business Services – approved unanimously with abstentions by Mr. Beyersdorf, Ms. Coyne and Mr. Esquivel.
 - iii. Reorg #1370 – DO/People & Culture/Operations – approved unanimously with abstentions by Mr. Beyersdorf, Ms. Coyne and Mr. Esquivel.

5. ITS Annual Report

- a. Assistant Vice Chancellor Jesse Gonzalez and the ITS management team comprised of Dane Clacken, Director of ITS Technology Infrastructure; Adam Howard, Director of Enterprise Applications; Ron Gonzalves, Director of Academic and End User Support; and Kimberly Perna, Director of Academic and End User Support, presented District Council with a summary of the ITS Annual Report.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the October 25, 2023 meeting. The next meeting will be held on November 15, 2023.
- b. Human Resources Committee (HRC)
Asst. Vice Chancellor Winter reported on the October 11, 2023 meeting. The next meeting will be held on November 8, 2023.
- c. Fiscal Resources Committee (FRC)
FRC Co-Chair Claire Coyne reported on the October 18, 2023 meeting. The next meeting will be held on November 15, 2023.
- d. Physical Resources Committee (PRC)
PRC Co-Chair Ambar Nakagami reported on the November 1, 2023 meeting. The February 7, 2024 meeting will be conducted via email.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the November 2, 2023 meeting. The next meeting will be held on December 7, 2023.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Mr. Esquivel reported on SAC ASG activities.
- e. Student Government/SCC: No report.

Next Meeting: The next meeting will be held on Monday, December 4, 2023
Meeting Adjourned: 2:53 p.m.
Approved: December 4, 2023

Rancho Santiago Community College District
POE and Chancellor's Cabinet
Strategic Directions from January 17, 2024, CMP Retreat
And
College EMP Task Forces and DSO Leadership Team January 18, 2024

1. Advance the Rancho Santiago Community College District as a proactive and future-focused institution of educational excellence that is equitable, student-centered, and outcomes-focused for the student of today and tomorrow.
2. Forge strategic partnerships to create innovative pathways, ensuring relevance, equity, and quality of life enhancement for students through intentional outreach and collaborative initiatives.
3. Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.
4. Leverage diverse funding streams, provide comprehensive professional development, and support accessible virtual spaces and physical facilities to increase student success in an ever-changing educational environment.

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 3502 Networked Video Cameras (NEW)

Reference(s):

Education Code 32280

The Board authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. These cameras can be used to detect and deter crime, help safeguard against potential threats to the public, help manage emergency response situations during natural and man-made disasters, promote the safety of students and staff where cash is collected or at other public service counters.

The District Safety & Security Chief is responsible for the use of this system in accordance with existing laws, policies, and MOUs.

Adopted: xxxxxx, 2024

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3515 Reporting of Crimes

Reference(s):

Education Code Section 67380

The Chancellor shall ~~assure~~ ensure that the District maintains and reports crime statistics, and provides crime and safety notifications to the campus community as required by Jeanne Clery Act or as required by administrative regulations. Reports must include all crimes reported to Campus Safety, ~~as required by law, reports are prepared of all occurrences reported to district safety arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

Revised: August 19, 2013 (Previously BP4125 and BP3521)

Revised: xxxxxxxxxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3500 Campus Safety

References

Education Code Sections 212, 67380, and 87014
Penal Code Section 245
20 U.S. Code Sections 1092(f) and 1232g
34 Code of Federal Regulations 668.46
34 Code of Federal Regulations 99.31(a)(13), (14)
Campus Security Act of 1990
74 FR 55945, amended Clery Act

~~A campus safety plan shall be developed and provided to students. This plan is circulated to the campus community via emailed notices and mailed postcards that direct interested parties to an internet link where they may view the information. The campus safety plan is known as the Safety and Security Annual Report, and complies with the federal Clery Act. The Annual Report is also emailed to all employees, posted in accessible places throughout the district and provided to students at orientation sessions. This information is also available at the Safety and Security sections of the college and district websites.~~

A campus safety plan shall be developed by District Safety & Security and made available to the campus community. The campus safety plan is known as the Annual Security Report and complies with the Federal Clery Act. A notice of availability of the Annual Security Report is sent by email to the Campus Community by District Safety & Security with the website links to access the report and where to obtain a copy of the report.

This regulation is to ensure the application of community-based policing models and effective faculty, staff, and student participation in the governance of public safety services including campus policing and security. Public safety services must adhere to the principles of diversity, equity, inclusion, and accessibility. In particular, advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District Safety & Security will adhere to the community policing principles and evidence-based policing practices.

District Safety & Security puts emphasis on the Guardian mindset as follows:

- Communications over commands; Cooperation over compliance; Legitimacy over authority.

District Safety & Security will adhere to the principles of Procedural Justice:

- Neutrality; Respect; Trustworthiness; Voice

District Safety & Security will adhere to principles identified in the Six Pillars of 21st Century Policing:

- Building Trust Legitimacy; Policy and Oversight; Technology and Social Media; Community Policing and Crime Reduction; Officer Wellness and Safety; Officer Training and Education.

The employment of campus public safety personnel will be subject to the equal employment opportunity regulations.

Campus Safety Officers shall receive community college-specific training as required by law. The District shall make any campus climate and public safety trainings or materials available to its public safety personnel.

The District shall not hire as a Campus Safety Officer an individual with any sustained finding related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, or other misconduct incompatible with the role of a Campus Safety Officer under the requirements of, and District policies and regulations. The District shall review records related to the current or prior employment of Campus Safety Officers to the full extent authorized by law.

The Board Safety and Security Committee can make recommendations to the Chancellor and Board related to District policies governing campus public safety services.

1. The Board Safety and Security Committee recommendations may relate to the following subject matter areas: budgets and fund allocations, governance, and public safety policies and practices related to classroom response practices, complaints, investigations, crisis response, detention, discipline, firearms, handcuffing, promotion, recruitment and hiring, restorative justice programs, retention, training, uniforms and attire, use of force, welfare checks, and other related subjects deemed appropriate by the Board or the Board Safety and Security Committee.
2. District policies and regulations must ensure the disclosure of information and documents relevant to the development of recommendations by the Board Safety and Security Committee. Committee recommendations shall be provided to the Chancellor and be reported to the Board at regularly noticed meetings.

The ~~Director Chief~~ of District Safety ~~and &~~ Security prepares and annually updates ~~a report~~ the Annual Security Report of all occurrences reported to ~~campus security officials~~ Campus Safety of arrests for crimes that are committed on campus and that involve violence, hate ~~violence crimes~~, theft or destruction of property, illegal drugs, or alcohol intoxication, and ~~of~~ all occurrences of noncriminal acts of hate ~~violence crimes~~ reported to campus authorities. ~~A written report will be submitted to the Board.~~

~~Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.~~

~~Hate violence is any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, disability, or political or religious beliefs of that person or group. The district will include in its Annual Report both occurrences reported to district safety authorities of, and arrests for crimes that involve, hate violence and of non-criminal acts of hate violence.~~

Responsible Manager: Chief, District Safety & Security

Revised: April 21, 2014 (Previously AR 3517)

References Updated: March 16, 2015

Revised: XXXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 3502 Networked Video Cameras (NEW)

Reference(s)

Education Code Section 32280

The Rancho Santiago Community College District operates a public safety video camera system for the purpose of creating a safer environment for all District students, employees and visitors. The purpose of this document is to provide a district wide policy for the use of video security cameras. All recordings shall be done with recognition of the reasonable expectation of privacy among members of the college community. Public safety video security cameras may be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

District Safety & Security and Information Technology Services personnel involved in management of the video monitoring system will be appropriately trained and supervised.

Video monitoring will be conducted in a professional, ethical, and legal manner. The public safety camera system will not be used to invade the privacy of individuals, nor to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so by the Chief of District Safety.

Public areas that are covered by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the college has video surveillance. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited to the duration of the investigation.

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period not more than sixty days and thereafter shall be automatically erased with the video recording system. Any recordings needed as evidence in a criminal or civil proceeding shall only be copied by authorized campus safety personnel to a suitable medium and secured in accordance with current procedures.

The review or the release of video images shall be done only with the authorization of the Chief of District Safety & Security or his/her designee and only with a properly documented request.

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of District Safety & Security and Human Resources, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

The Chief of District Safety & Security or designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of District Safety & Security or designee and other applicable advisory bodies. Any concerns or deviations from this regulation will be addressed promptly and effectively.

Responsible Manager: Chief, District Safety & Security

Adopted: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3505 Emergency Response Plan

References

Education Code Sections 32280 et seq. and 71095
Government Code Sections 3100 and 8607(a)
Homeland Security Act of 2002
National Fire Protection Association 1600
Homeland Security Presidential Directive-5
Executive Order S-2-05
California Code of Regulations Title 19, Sections 2400-2450
34 Code of Federal Regulations Section 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management Systems (SEMS) and should incorporate the functions and principles of the Incident Command Systems (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site at www.rscdd.edu and on the employee intranet at the following link: <https://intranet.rscdd.edu/Safety-Risk-Management/Emergency-Operations-Plan/Pages/default.aspx> .

All members of the campus community are notified on an annual basis that they should call 9-1-1 or the District Safety & Security Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students or employees on campus. The District Safety & Security Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document these types of incidents and to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the appropriate segments of the campus community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: District Safety & Security Department compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The District has various systems in place for communicating emergency information quickly. These methods of communication include; e-mail, text messaging, phone announcements, public address system, and social media platforms such as Facebook and Twitter. The District will post updates during a critical incident on the District web site, and via the other forms of emergency notifications. The District uses ~~BlackBoard-Connect~~ RAVE Guardian for the issuing of emergency messages. ~~and~~ All staff, faculty and currently enrolled students are automatically included in any emergency messages.

The District's ~~Director Communications and Publications,~~ Chief Communications Officer will be responsible for the dissemination of emergency information to the larger community through press releases, website updates, and social media updates.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the District Safety & Security Department at least twice a year for all facilities on campus. These drills are scheduled to take place in the Fall and Spring semesters. Students and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Each campus has pre-designated locations for evacuation and publishes these on their website and in other emergency plans. These locations can be affected by time of day, location of the building being evacuated, and other factors such as the location and nature of the threat. In both cases, the District Safety & Security Department and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District Safety & Security Department and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

PURPOSE

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Chancellor or his/her their delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared Disaster Service Workers during emergencies, subject to such activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY OPERATIONS CENTER (EOC)

Each campus has an Emergency Operations Center (EOC) that can be activated during emergency situations. The EOC may be staffed by one or more key administrators, depending on the situation, and the EOC staff will direct the campus response to the emergency, coordinating with first responders for outside support. The Campus EOC's will communicate directly with the District EOC and the District EOC will be responsible to update the County EOC of the status of our emergency and to coordinate with them with requests for outside support.

The EOC is composed of key administrators and their function is to coordinate emergency efforts including:

- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "All-Clear" when the disaster is over

All press releases will be prepared by the ~~Director Communications and Publications~~ Chief Communications Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with outside agencies. All employees of the District ~~will~~ receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY CHAIN OF COMMAND

All emergency situations should be notified to District Safety & Security who will make the notifications necessary to the key administrators. District Safety & Security is available 24-hours a day/seven days a week at 714 564 6330.

INSTRUCTORS: RESPONSIBILITIES

1. Assess overall situation in classroom
2. Coordinate evacuation with assistance from Building Captains and Floor Wardens from classroom if necessary.
3. Assist disabled individuals out of buildings without use of elevators.
4. Initiate first aid if qualified individual is available.
5. Take a roll call once your students are out of the building and report, to the Floor Wardens or Building Captains.
6. Assist area managers as necessary.

Remember, in the event of a major disaster, **every** community college employee automatically becomes a Disaster Service Worker under Government Code Sections 3100-3101.

OTHER EMPLOYEES: RESPONSIBILITIES

1. Follow survival instructions.
2. Evacuate area if necessary.
3. Assess immediate problems if possible.
4. Report to area assembly point when safe.
5. Assist area manager, as needed:
 - a. Performing first aid (if qualified)

- b. Serving as a communication runner, etc.
- c. Conducting record keeping and note taking

EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE

Earthquake Survival Instructions – Drop, Cover and Hold On!

During the earthquake:

- Keep calm—do not run or panic.
- Remain where you are - indoors or outdoors.
- If indoors, stay indoors. Take cover under desk, table, or bench or in doorways, halls, or against inside walls. Stay away from glass windows or sky lights. Do not use elevators. Do not run outdoors! You may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake.
- If outdoors, get away from buildings. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
- Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
- Protect yourself FIRST, then after shaking stops protect and/or help others.

After the earthquake

- If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person.
- Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass.
- Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline.
- Restrict phone use to emergencies only.
- Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.

EXPLOSIONS: RESPONSIBILITIES IN CASE OF EXPLOSION

In the event of an explosion in the building, employees should:

- Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Set off fire alarm. Stay at the fire alarm, if safe to do so.
- Call for help. Dial 9-1-1, 714 564 6330 or dialing 333 from campus phone.
- After the effects of the explosion have subsided, determine if evacuations are necessary.
- If evacuation is necessary, exit building as directed. Seek out any disabled persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator.
- Upon leaving the building, proceed to designated emergency assembly areas and await further instructions.

FIRE: RESPONSIBILITIES IN CASE OF FIRE.

- Pull the Fire Alarm.
- Call for help. Dial 911
- If fire can be easily extinguished, attempt to do so if you have been trained, you have called for help, people have started evacuating and it is safe to do so.
- Seek out and assist disabled persons in the area.
- Evacuate the building if necessary, closing fire doors.
- If evacuated, proceed to designated emergency area for further instructions.

EVACUATION: RESPONSIBILITIES IN CASE OF EVACUATION

The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible.

- Building Evacuation: Occupants should proceed to a clear or safe area near the evacuated building as shown on emergency evacuation route posted in classrooms.
- Key administrators, building captains, floor wardens or other emergency personnel will be available to direct evacuees to clear or safe areas.
- Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages, if necessary.
- Wheelchair students should be assisted to safe area, such as the top of the stairs, Notifications should be made to District Safety & Security, building captains or floor wardens to make arrangements to have the individual safely evacuated.
- When evacuating building, occupants should walk, remain quiet, grasp handrails, and follow all other emergency instructions.
- Occupants will gather in the emergency assembly area and await further instructions.
- Do not re-enter the building until instructed to do so by Command Post personnel.

BOMB THREATS: RESPONSIBILITIES IN CASE OF BOMB THREATS

Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify District Safety & Security at 714 564 6330 or 911.

- Take the caller seriously, but remain calm,
- Get as much information from the caller as possible,
- Tell a nearby co-worker, to contact District Safety & Security at 714 564 6330,
- Do not discuss the threat in public,
- If a bomb threat is received by phone, ask lots of questions, such as:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
 - Time of call
 - Date of call
 - Exact words of person
 - Sex, age
 - Speech pattern
 - Background noises
- If a bomb threat is received by mail, employees should:
 - Not handle the envelope or package
 - Leave the immediate area
 - Notify the District Safety & Security at 714 564 6330 or 911 and stop anyone from entering the area or handling the written note.
- If a suspicious object is discovered, the employee should:
 - Not attempt to touch or move the object or use any radio equipment.

- Evacuate immediate area only.
- Notify District Safety & Security at 714 564 6330 or 911 and await further instructions from operator.

CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL

- If this is an emergency or if anyone is in danger CALL 9-1-1 or Campus Safety.
- Notify Campus Safety for any spills over 5-gallons, or if the spill is from an unknown chemical, or a spill of any quantity of a highly toxic substance.
- If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.
- Follow the instructions of emergency personnel.
- Notify emergency personnel if you have been exposed or if you have information about the release.
- Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper personal protective equipment (PPE) such as gloves and goggles.
- If directed to evacuate the building, once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
- Do not return to a building until told to do so or until it is announced that all is clear.

ACTIVE SHOOTER – RUN, HIDE, OR FIGHT!

- If outdoors, **RUN** away from gunshots and find a place of safety.
- If you are in a classroom or office, assess the closeness of the shots. Run away from the shots if safe.
- If not safe to run, **HIDE**. Remain in location and secure all doors. Throw Place furniture or other heavy objects in front of door(s) to form a barricade if possible. Turn off the lights and silence your phones. Stay quiet and stay put until police officers give further Instructions.
- As a last resort, **Fight!**
- You may choose to fight back instead of being a passive target. An individual must use his/her their own discretion about when he or she they must engage a shooter for survival.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone the operator for assistance. Dial District Safety & Security at 714 564 6330 or 911.
- When calling, stay calm and carefully explain the problem and location to the dispatcher or Safety Officer.
- Quickly notify the dean or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.
- If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling District Safety & Security at 714 564 6330 or COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883.

REMAIN CALM – HELP OTHERS REMAIN CALM.

For additional information about emergency preparedness, refer to the RSCCD Employee Intranet under Safety and Risk Management:

<https://intranet.rccd.edu/Safety-Risk-Management/Pages/default.aspx>

Responsible Manager: Chief, District Safety & Security

Adopted: August 31, 2015

Revised: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3515 Reporting of Crimes

Reference(s):

Education Code Section 212, 67380, 67383, and 87014
Penal Code Sections 245 and 422.55
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
20 U.S.C. § 1232g;
34 C.F.R. 668.46
34 C.F.R. 99.31(a)(13), (14) and 668.46
Campus Security Act of 1990

Individuals who are witnesses or victims of a crime, should immediately report the crime to the District Safety & Security Department.

In the event anyone is assaulted, attacked, or menaced by another person on district property, a supervisor or instructor shall be notified as soon as practical after the incident. The supervisor/instructor shall assist the victim to promptly report the incident to District Safety & Security and/or to the local police department. The supervisor/instructor shall make the report if the victim is unwilling or unable to do so. ~~an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the District Safety & Security Department and /or local police department depending on site location. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.~~

The District, in accordance with Clery Act requirements, shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Director Chief of District Safety & Security, in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director Chief of Safety & Security may also post notices on the RSCCD websites, send out mass communication via text message, email or on social media, providing the community with a more emergency notification. This should be immediately accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District's Safety & Security Department, by phone (714 564 6330) or in person at the District's Safety & Security Department's office.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health and safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities are considered campus security officials under the federal Clery Act and shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security; alcohol and drug use; crime awareness and prevention; crime alerts and timely warnings; the reporting of crimes; sexual assault and victims' assistance program; and emergency response and evacuation procedures. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Safety & Security Department or by accessing it on the District website:

<https://rscdd.edu/Departments/BusinessServices/Security-and-Public-Safety/Pages/crime-statistics.aspx>

The District may disclose the final results of disciplinary proceedings to a victim of an alleged a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

TO REPORT A CRIME

Contact District Safety & Security department at (714) 564 6330 or 333 from a campus landline, emergency blue phone or in the event of an emergency dial 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the District Safety & Security Dept. In addition, you may report crime to any

administrator on campus through the RAVE Guardian app.

The District Safety & Security Department encourages anyone who is the victim or witness to any crime to promptly report the incident to them or police. If you are the victim of a crime and do not want to pursue action within the District's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the ~~Director~~ Chief of District Safety & Security or his appointee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety ~~of~~ of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to particular locations, method, or assailant, and alert campus community to potential danger. Reports files in this manner are counted and disclosed in the annual campus statistics for the institution. Because police records are public records under state law, the police cannot hold reports of crime in confidence.

REQUIRED REPORTS TO LOCAL LAW ENFORCEMENT AGENCY

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault (rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these), or hate crime (means any offense as described in Section 422.55 of the CA Penal Code), committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of ~~his/her~~ their right to have ~~his/her~~ personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless otherwise required by law. Because the District does not have a campus law enforcement agency, the report shall be forwarded to the appropriate local law enforcement agency.

Responsible Manager: Chief, District Safety & Security

Revised: August 10, 2015 (Previously AR 3521)

Revised: xxxxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3516 Registered Sex Offender Information

Reference(s):

Penal Code 290, 290.01 and 290.95
34 CFR Part 668
42 U.S.C., 14071j
20 U.S. Code Sections 1092[f][1][I] and 1232g[b][7][A] (Campus Sex Crimes Prevention Act)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at the local police agency having jurisdiction over the campus and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. ~~Sex offenders who are required to register should do so at the Santa Ana Police Department if attending Santa Ana College or Centennial Education Center and at the Orange Police Department if attending Santiago Canyon College or Orange Education Center.~~

Santa Ana Police Department: 60 Civic Center Plaza, Santa Ana, CA 92701 (714) 245-8665

Orange Police Department: 1107 N. Batavia Street, Orange, CA 92867 (714) 744-7444

A sex offender who applies for or who accepts a position as is an employee or volunteer in the District must disclose his/her their status as a registrant upon his/her their application or acceptance of the position if he/she they:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
- 2) would be working directly and in an accompanied setting with minor children and his/her their work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Information concerning registered sex offenders can be obtained from the Santa Ana Police Department and the Orange Police Department.

A campus police department is a POST-certified police department that is staffed by peace officers. California State Universities, University of California, and community colleges are authorized by statute to maintain campus police departments. (See Ed. Code 72330, 89560, 92600; see also Penal Code 13507). Additionally, other institutions of higher learning within California may contract with local law enforcement agencies to provide sworn officers who provide campus police services. If these institutions of higher learning have an on-campus police department, the registration form may be sent to the campus police department. If the institution of higher learning does not have a campus police department, you must submit this form to the local law enforcement agency having jurisdiction over the campus. Campus police departments do not include contracted security services. **Security Officers are not authorized to conduct registration or to accept registration forms.**

Responsible Manager: Chief, District Safety & Security

Revised: August 11, 2014 (Previously AR 3542)

Revised: xxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3750.1 Data Governance

Reference(s):

U.S. Department of Education Privacy Technical Assistance Center (PTAC) Data Governance Checklist

Purpose and Scope

The objective of this Administrative Regulation is to identify the minimum standards to govern the appropriate use and management of institutional data and to define roles and responsibilities related to adequate data management.

This Administrative Regulation applies to all faculty, staff and third-party agents of the District as well as any other affiliates who are authorized to access Institutional Data.

Data Governance

Data governance focuses on improving data quality, protecting access to data, establishing business definitions, maintaining metadata and documenting data policies and procedures. The District's institutional information is an asset and must be maintained and protected as such. It is vital to have accurate, trusted data to make sound decisions at all levels of an organization. Data governance helps to provide data transparency and results in confidence among District faculty, staff and management to trust and rely on data for information and decision support.

Governing Institutional Data

The following principles are set forth as minimum standards to govern the appropriate use and management of institutional data:

- Institutional data is the property of the District and shall be managed as a key asset
- Unnecessary duplication of institutional data is discouraged
- Institutional data shall be protected
- Institutional data shall be accessible according to defined needs and roles
- Institutional representatives will be held accountable to their roles and responsibilities
- Necessary maintenance of institutional data shall be defined
- Resolution of issues related to institutional data shall follow consistent processes
- Data stewards are responsible for the subset of data in their charge

Data Governance: Roles and Responsibilities

Several roles and responsibilities govern the management of, access to, and accountability for institutional data. These are defined as follows:

Data Trustee

Data Trustees are senior district or college officials who have oversight responsibility for institutional data that is related to the functions managed, administered or run by the units and personnel who report to them.

Data Trustee responsibilities:

- Assign Data Stewards to be responsible for data management within the Data Trustee's functional area.
- Manage, protect, and ensure the integrity and usefulness of institutional data.
- Identify the sensitivity and criticality of the data. Ensure that appropriate business processes are in place to keep the data secure, maximize data accuracy, and ensure that responsible staff are trained to maintain data quality.
- Ensure compliance with local, state and federal laws related to data governance.
- Support planning and governance to meet the data needs of the community.
- Serve as escalation point for Data Stewards on issues related to data governance.
- Participate, as required, in the response effort to address security incidents that affect the privacy or integrity of data within the Data Trustee's functional area.

Data Steward

Data Stewards are college or district employees with oversight responsibility for a designated subset of institutional data. A Data Steward is a functional end user within an operational area who is deemed an expert regarding data managed by that operational area. A Data Steward is assigned by a Data Trustee.

Data Steward responsibilities:

- Implement data standards.
- Manage data definitions and data elements in their operational area, in conjunction with their colleagues, other data stewards and data trustees.
- Ensure that employees who maintain data are trained to follow standards.
- Monitor data quality and ensure data accuracy.
- Work with technical and operational staff to identify data entry errors and correcting the data to match institutional data standards.
- Report and escalate any issues that may require larger action on behalf of the district's data governance structure to their corresponding Data Trustee.
- Make decisions regarding data access, data classification, data compliance, data definitions and data privacy.
- Receive and respond to any inquiries related to data that originates from the area they oversee; e.g. questions regarding access, standardization, organization, definition and usage, etc.
- Participate, as required, in the response effort to address security incidents that affect the privacy or integrity of data within the Data Steward's functional area.

Data Custodian

Data Custodians are ~~college or district employees usually technical professionals who are responsible for the management and operation of many of the systems that serve as~~

~~sources of institutional data. Data Custodians~~ usually have the authority to grant internal access to institutional data, in accordance with the guidance of Data Stewards and/or Data Trustees. They may be responsible for the management and operation of many of the systems that serve as sources of institutional data and information and may Data Custodians can also have data collection and data handling responsibilities. Custodians do not edit data or perform data entry for any operational area, as is the role of a Data Steward.

Data Custodian responsibilities:

- Provide a secure infrastructure in support of the data. This includes, but is not limited to, physical security, backup and recovery processes, and secure transmission of the data.
- Grant access privileges to authorized system users as requested by Data Stewards and/or Data Trustees, documenting those with access and controlling level of access to ensure that individuals have access only to that information for which they have been authorized and that access is removed in a timely fashion when no longer needed.
- Install, configure, patch, and upgrade hardware and software used for data management, ensuring that system availability and response time are maintained in accordance with district policies and/or processes.
- Collect, analyze, organize and present data in support of institutional decision making.
- Collaborate with data quality control processes through data analysis and reporting.
- Collect, organize and submit institutional data reports on time and in accordance with established guidelines as appropriate.
- Work with Data Stewards and Data Trustees to validate and approve the data submitted.
- Participate in setting data governance priorities.

Data User

Data Users are individuals or areas who have access to institutional data as part of assigned duties or in fulfillment of assigned roles or functions within the district or college community.

Data User responsibilities:

- Follow district policies and procedures related to data management and protection.
- Attend training and abide by the data standards established by Data Stewards and/or Data Trustees.
- Report concerns related to data management, weaknesses in data protection, failure to follow data management policies, or specific issues of quality or integrity of institutional data and protection to the appropriate Data Stewards and/or Data Trustees.

Technology Operational Workgroup

This workgroup is comprised of functional data trustees from across all functions and departments of the District.

Technology Operational Workgroup responsibilities

- Oversee the initiatives of the data governance program at a strategic level.
- Identify and prioritize data governance and other functional projects.
- Set goals for future state of data management capabilities.
- Advocate for governance and improved data management.
- Provide resolution of districtwide data issues and anything else which is not resolved at the data stewardship level.
- Serve as a communication vehicle towards the institution and their own functional/operational area.
- Produce and update the District's Data Trustee/Steward/Custodian (TSC) list.
- Review the District's Data TSC list for accuracy on at least an annual basis.
- Create a data centric culture where data is everyone's responsibility.

District's Data Trustee/Steward/Custodian (TSC List)

The District's Data TSC list is a centralized repository that includes the names and titles of all individuals who have been designated as Data Trustees or Data Stewards for the district and its colleges. The Data TSC list also contains details on the specific areas of responsibility for each individual.

For the District's most current Data TSC list, ~~detailed information regarding designated data trustees, data stewards and data custodians~~ go to:

<https://intranet.rscdd.edu/ITS/SiteAssets/Pages/DG/RSCCD%20Data%20Stewards%20and%20Trustees.xlsx>

Changes to the District's Data Trustee/Steward/Custodian (TSC) List

District employees shall notify the Information Technology Services (ITS) department of any updates required on the District's Data TSC list. Requests for changes shall be approved in writing by the corresponding Data Trustee for that functional area or by the appropriate administrator if the changes are related to a Data Custodian element in the list. ITS shall document all requests and approvals and update the District's Data TSC list on a regular basis. ITS shall notify the Technology Operational Workgroup of any updates to the District's Data TSC list.

Responsible Manager: Assistance Vice Chancellor, Information Technology Services

Adopted: **November 8, 2021**
Revised: **xxxxxxx, 2024**

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~ ~~Affairs~~

AR 6100 Delegation of Authority, Business and Fiscal Affairs

Reference(s):

Education Code Sections 70902(d), 81644, 81655, and 81656
Public Contract Code Sections 20651, 20658, and 20659

The Vice Chancellor, ~~of Business Operations and Fiscal~~ Services is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice Chancellor, ~~of Business Operations and Fiscal~~ Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice Chancellor, ~~of Business Operations/Fiscal~~ Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

No employee of the District, member of the Board, or other agent of the District, is authorized to enter into oral or written agreements on behalf of the District. If an individual representing the District is alleged to have made an oral or written agreement involving the District, that agreement will be without force and will not be recognized as a valid agreement by the District. Discussion concerning agreement terms must be in writing and presented for approval by the Board of Trustees.

Responsible Manager: Vice Chancellor, Business Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6200 Budget Preparation

Reference(s)

Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D

Budget planning supports institutional goals and is linked to other institutional planning efforts. The budget is a financial plan for the operation of the District for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards.

In accordance with Title 5 Sections 58305 ~~subdivision~~ (a) and 58305 ~~subdivision~~ (c), the Chancellor shall have prepared and shall submit to the Board of Trustees by no later than July 1 a tentative budget for the ensuing fiscal year and the proposed Adopted Budget no later than September 15. ~~Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30.~~ In accordance with Title 5 Section 58305 ~~subdivision~~ (d), on or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the California Community College Chancellor's Office. The district shall also file copies of the report with the appropriate county officers for information and review.

Development of the subsequent year budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters, and issues in accordance with state law, the district Planning Design Manual, Board Policies and Administrative Regulations prior to Board adoption. The district-wide participatory governance committee charged with developing the district budget process calendar, reviewing and evaluating the district Budget Allocation Model, and developing budget assumptions is the Fiscal Resources Committee (FRC). The FRC website at <https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx> <https://www.rscdd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx> includes the committee responsibilities, calendar, membership along with agendas and minutes. The District Council serves as the primary participatory governance body responsible for district-wide planning and final budgetary recommendations to the Chancellor. The District Council website is found at <https://www.rscdd.edu/Discover-RSCCD/Pages/District-Council.aspx>. ~~The District's Budget Allocation Model (BAM) documents the District's budgeting and revenue allocation process and can be found at the Budget Summary website at~~ <https://www.rscdd.edu/Departments/BusinessServices/Pages/Budget.aspx>.

In accordance with Title 5 regulations, the budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the

actual revenues and expenses in the current year. In addition, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District. These quarterly reports will be submitted on form CCFS-311 to the State Chancellor's Office.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
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Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6250 Budget Management

Reference(s)

Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board. All Board authorized personnel positions must be properly budgeted, including appropriate salary and all related benefit costs.

Transfers may be made from the reserve for contingencies to any expenditure classification **and** must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications and may be approved by a majority of the members of the Board.

Except as identified in the District's Budget Allocation Model, excess funds must be added to the general reserve of the District, and are not available for appropriation unless approved by the Board setting forth the need according to major classification.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6300 Fiscal Management

References:

Education Code Sections 84040(c)
Title 5 Section 58311
ACCJC Accreditation Standard III.D.9 (~~formerly III.D.2~~)
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

The accounting system and procedures related to revenue and expenditure classification, chart of accounts and general ledger maintenance, financial record keeping and reporting shall be in accordance with the Budget and Accounting Manual for California Community Colleges and are updated by changes brought about by new Governmental Accounting Standards Board (GASB) statements and legislative action.

The Orange County Department of Education, Rancho Santiago Community College District Board of Trustees, Chancellor's Office of the California Community Colleges, and other federal, state and local agencies for the categorical and specially funded programs set reporting requirements and timelines which directly affect the accounting system and procedures.

The District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting and auditing standards as criteria for fiscal management to:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

- Provide both short-term and long-term goals and objectives, utilizing multi-year projections of revenues and expenditures, and broad-based input coordinated with District educational planning.
- Provide a method for determining allowability of costs in accordance with ~~EDGAR Second Edition-2~~ CFR Part 200 Subpart E Cost Principles.
- Implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

As approved by California law, the district shall have a Revolving Cash Fund at the maximum level of one hundred thousand dollars (\$100,000).

The Vice Chancellor, ~~of Business Operations/Fiscal~~ Services and the Assistant Vice Chancellor, ~~of Fiscal~~ Services are the designated custodians of said fund. The signature of one of the custodians is required on claims for replenishment of said fund.

The Vice Chancellor, Business ~~Operations/Fiscal~~ Services and staff are responsible for the development, implementation, and review of Rancho Santiago Community College District's accounting system and procedures.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Revised: November 2, 2015 (Previously AR3200)

Revised: July 10, 2017

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6303 Fiscal Accountability

Reference(s)

Education Code Section 85266

Rancho Santiago Community College District ~~RSCCD~~, as a fiscally accountable ~~D~~district, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the Education Code requirements and assumes these responsibilities from the Orange County Department of Education (OCDE). The District shall notify OCDE of payments to update their records and the County Treasury. The District shall adhere to the implementation plan, as approved by the Board of Trustees and OCDE.

As a fiscally accountable ~~D~~district, the following procedures and regulations apply:

I. The Assistant Vice Chancellor, Fiscal Services serves as the District Disbursing Officer. The duties and responsibilities assigned to this position include:

- a. Determine that funds are available to cover the payment of the claim;
- b. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
- c. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;
- d. Certify that the foregoing review has been performed by signing check registers;
- e. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;
- f. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;
- g. Ensure organizational independence between operating, custodian accounting and auditing functions;
- h. Ensure that the segregation of duties is properly controlled;
- i. Ensure that the handling of receipts and disbursement of funds are separated from the accounting function;
- j. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
- k. Ensure internal controls between Purchasing and Accounts Payable departments;
- l. Ensure the control of checks and signatures and immediately notify OCDE when an authorized custodian leaves the district;
- m. Ensure the adherence to Board rules and policies;

- n. Provide financial information to the Governing Board and County Superintendent;
 - o. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;
 - p. Prepare financial statements and cost analysis reports;
 - q. Ensure that there are adequate audit trails through operational data processing systems;
 - r. Process replacement checks, stop payments, cancelled checks;
 - s. Detect, account for, and recover monies lost due to forged checks.
- II. Check Control – Check stock is stored in a secured room in the Accounting Department and ~~currently used~~ stock ~~currently being used~~ is ~~locked in a safe~~ secured in Accounts Payable. Access ~~to both the room and safe~~ is limited to designated staff.
- III. Signature Security and Control – Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.
- IV. Record Retention and Accessibility to the Public:
- a. The District follows the record retention guidelines as outlined in AR 3310 – Records Retention and Title 5 section 59020-59029
 - b. Records shall be available for public inspection pursuant to AR3300 – Public Records.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Revised: June 16, 2014 (Previously AR 6305)

Renumbered: June 30, 2016 (Previously AR 6301)

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6305 Reserves

Per the Board of Trustees and Board Policy 6250, the district has established a goal for its fund balance to be maintained at a minimum two months of total general fund operating expenditures reserve for contingencies which may occur in the course of the fiscal year. This reserve shall be known as the Board Policy Contingency.

Once this goal is met, the Vice Chancellor, ~~of~~ Business Services and the Assistant Vice Chancellor, ~~of~~ Fiscal Services shall monitor the reserves so that it maintains a minimum two months of total general fund operating expenditures, but in no case will the reserve become less than 12.5%.

In the event the Board of Trustees determine a need to allocate a portion of the Board Policy Contingency and this reserve becomes less than two months of total general fund operating expenditures, the Chancellor shall, within 120 days, present a plan to replenish the one-time draw down of the reserve to at least two months of total general fund operating expenditures. This replenishment plan will be discussed through the normal participatory governance process and will include details on the amount required and timeline for replenishing the reserve.

The Board of Trustees must approve utilization of monies from the reserve for contingencies (Board Policy Contingency) by a two-third majority vote.

Responsible Manager: Assistant Vice Chancellor, ~~of~~ Fiscal Services

Revised: November 2, 2015 (Previously AR 6200)
Revised: August 1, 2016
Revised: April 1, 2019
Revised: December 5, 2022
Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6320 Investments

Reference(s):

Government Code Sections 53600 et seq.

The Vice Chancellor, Business ~~Operations/Fiscal~~ Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).

- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8 may be made by the Vice Chancellor, Business ~~Operations/Fiscal~~ Services subject to prior approval of the Governing Board. (**NOTE:** Government Code Sections 53601, 53601.8, 53605, and 53635.8 permit many very specific investments. Questions should be referred to financial advisors or legal counsel.)

Responsible Manager: Vice Chancellor, Business Services

Adopted: November 2, 2015

Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal ~~Services~~-Affairs

AR 6400 Financial Audits

Reference(s):

Education Code Section 84040(b), ~~84040.5~~, and 81644;
~~Title 5 Section 59102~~
ACCJC Accreditation Standard III.D.7

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be renewable in one-year increments. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Separate audits for district and college Foundations and Proposition 39 Revenue Bond Construction Funds Financial and Performance audits shall also be conducted.

Audit reports for the preceding fiscal year must be presented to the Board and ~~submitted to the State Chancellor's Office by December 31.~~ the District shall file an audit report with the California Community Colleges Chancellor's Office and with other agencies specified in the Chancellor's Contracted District Audit Manual, for the preceding fiscal year no later than December 31, unless this date is extended by the California Community Colleges Chancellor's Office.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Approved: November 2, 2015
Revised: August 8, 2016
Revised: XXX, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless telephone to employees at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

The value of the business use of a District-provided cellular telephone is excludable from an employee's income as a working condition fringe benefit to the extent that, if the employee paid for the use of the cellular telephone themselves, such payment would be allowable as a deduction under Income Tax Regulations Section 162 for the employee.

The District will be considered to have provided an employee with a cellular telephone primarily for non-compensatory business purposes if there are substantial reasons relating to the District's business, other than providing compensation to the employee, for providing the employee with a cellular telephone.

When the District provides an employee with a cellular telephone primarily for non-compensatory business reasons, the IRS will treat the employee's use of the cellular telephone for reasons related to the employer's trade or business as a working condition fringe benefit, the value of which is excludable from the employee's income and, will treat the value of any personal use of a cellular telephone provided by the employer primarily for non-compensatory business purposes as excludable from the employee's income as a de minimis fringe benefit.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service regulations.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to

contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, tow trucks, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy when using a District-issued cellular telephone for District business.

Responsible Manager: Vice Chancellor, Business Services

Adopted: July 10, 2017

Revised: xxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6750 Vehicle Operation and Parking

References:

Education Code 76360 and 67301

California Vehicle Code 165, 21113, 21458, 40215, 40230 and 40220

These procedures are intended to promote the safe and orderly movement of traffic on all District and College properties for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles is limited to specially designated areas. Fee permits are required. Vehicles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to these provisions. All persons who enter on District and/or College property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

DEFINITIONS

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

1. District – ~~Means the~~ Rancho Santiago Community College District
2. Governing Board – ~~Means the~~ Rancho Santiago Community College District Governing Board of Trustees
3. SAC – Santa Ana College
4. SCC – Santiago Canyon College
5. Authorized Service Vehicle – Means any of the following:
 - a. A District owned, leased or operated vehicle when operated in an authorized manner
 - b. An authorized emergency vehicle as defined by the California Vehicle Code 165

6. 'Leave standing' – is:
 - a. ~~The stopping of a vehicle,~~
 - b. ~~whether occupied or not,~~
 - c. ~~otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers-~~

The stopping of a vehicle, whether occupied or not, other than temporarily for the purpose of and while engaged in receiving or discharging passengers.

VEHICLE OPERATION

These procedures are intended to promote safe and orderly movement of traffic within District property and for the safe and orderly parking of vehicles.

1. All persons who enter on District property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.
2. No vehicles shall be operated on the grounds or facilities of the District outside the scope of BP 3501.
3. All persons operating a vehicle on District property in areas not designated for vehicle operation shall have effective proof of insurance on file with the District prior to bringing the vehicle on the property. Notification and approval by ~~campus~~ District Safety & Security is required prior to operating a vehicle in these areas.
4. The speed limit of vehicles used in areas other than roads and parking lots is 15 MPH.
5. All persons have the right-of-way over vehicles. Drivers shall use extreme care in operation of vehicles on the property and not operate the vehicle in any manner that may cause personal or property damage.
6. Vendors parking vehicles on the premises to provide service shall first obtain specific permission to do so. The Administrative Services Office and ~~Campus~~ District Safety & Security staff shall provide the vehicle operator direction on best path and acceptable parking locations.
7. All vehicles other than those owned and operated by the District shall have an appropriate parking permit ~~displayed~~. All students, visitors and employees, except non-credit students at the non-credit centers and part-time non-credit faculty, ~~must~~ pay parking fees. District parking permits are virtual and registered by a vehicle's license plate number. Annual and semester permits are available online for staff and students. Also available online are daily, weekly, monthly, and 16-week guest passes. Daily parking permits are available for purchase at ~~the any~~ parking permit dispenser located in the parking lots of each campus. In some certain instances, a parking permit can be paid for at the cashier's office ~~on of~~ each campus. Vehicles not displaying registered with a current permit may be cited and/or towed from the property at the owner's expense.
8. The driver and/or owner of a vehicle operated on District property shall be responsible for any personal and/or property damage caused by such operation. The District accepts no liability for any loss or damage caused to a vehicle when it is parked on District property.

9. The current citation bail amounts are as follows:
 - \$45 for most violations
 - \$100 for red curb violation
 - \$350 for Disabled Parking (R204) violation
10. The District Safety and Security Department will enforce parking regulations 24/7 on District property, pursuant to California Vehicle Code section 21113, and may issue parking citations to vehicles parked in violation of these regulations.
11. Motorcycles may park for free in designated motorcycle parking zones. Motorcycles parked in regular spaces on campus must ~~pay and display~~ purchase a valid permit.

PARKING REGULATIONS

The District parking regulations are as follows:

R101: No person shall fail to obey any sign or signal erected to carry out these regulations or the California Vehicle Code.

R102: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on District property at a speed greater than 15 MILES PER HOUR, except for emergency vehicles.

R103: The driver of a vehicle, motorcycle, bicycle or any other mechanical vehicle shall yield the right of way to a pedestrian crossing any roadway or parking areas or walkways.

R104: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on any walkway, field, or landscaped area. Authorized Service vehicles are exempt.

R201: All vehicles parked on ~~Campus shall clearly display a current parking permit, with the number of the permit clearly visible, on the driver's side of the windshield. Daily parking permits shall be displayed on the driver's side dashboard so the information on the permit is clearly visible. A permit or receipt in any other area of the vehicle is a violation and subject to citation.~~ District property must purchase a valid permit and the vehicle license plate number must be registered in the system. See the Campus Safety & Security Department for further details.

R202: No parking is allowed in any area that does not have a clearly marked parking stall.

R203: Vehicles parked within a parking stall shall not overlap the lines that designate the parking stall. No vehicle shall be parked outside of the designated parking stall. ~~Doing so negatively impacts other vehicles around you. Any vehicle that impinges negatively on the adjacent stall or is parked excessively outside the boundary lines of the parking stall will be cited.~~

R204: No person shall park in an area posted or marked for "Disabled Parking Only" unless that person has with them a valid Department of Motor Vehicles issued Disabled Persons placard or displays a valid Disabled Person's license plate which refers to the occupant of the vehicle. The vehicle must also display a valid college parking permit.

R205: No student or staff member or visitor shall park a vehicle in an area posted “Visitors” or “Vendors” for more than the 30 minute posted time. Exceptions are persons with disabilities as referenced in Education Code 67301.

R206: No ~~student or visitor~~ person shall park in an area posted or marked “Staff Parking” unless a valid staff permit was issued to the vehicle. ~~a vehicle or motorcycle in parking lots, parking areas or parking spaces designated for “Staff Only” except as posted. Violators will be cited immediately.~~

R207: When signs or markings prohibiting or limiting parking are posted, no person shall park or leave standing a vehicle in violation of such sign or marking. This includes reserved parking spaces, or temporary parking restrictions for an event or construction.

R208: No person shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the District Safety and Security Department ~~and display of a valid Temporary Parking Permit.~~ Authorized service vehicles are exempt.

R209: Motorcycles must be parked in designated motorcycle parking areas, and are exempt from the required parking permit, if parked in designated areas. Motorcycles that park in a normal stall must display purchase a valid parking permit.

R210: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed per California Vehicle Code 21458(a):

RED – indicates no stopping, standing or parking, whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or signposted as a bus loading zone.

YELLOW – indicates stopping only for the purposes of loading and unloading passengers or freight for the time as may be specified by local ordinance.

GREEN – Indicates time limit parking specified by local ordinance.

BLUE – indicates parking limited exclusively to the vehicles of disabled persons and disabled veterans.

R211: All vehicles parked in the Auto-Diesel Complex must display a valid work order.

R212: All vehicles parked in the Auto-Diesel Complex over 24 hours must display purchase a current parking permit.

R213: All vehicles shall be parked heading into a slanted / diagonal parking stall. Maneuvering into a slanted / diagonal parking stall so that the front-end of the vehicle is at the stall opening can disrupt the flow of traffic in parking aisles and can cause accidents or inconvenience to other road users. In parking lots or on sites (like District Office) where the parking stalls are at 90 degrees to each other, vehicles can park either head in or head out.

R214: No person shall park or leave unattended a motor vehicle or motorcycle blocking traffic lanes on Campus or any other District properties.

R215: No person shall sleep in, or remain overnight in any vehicle parked on Campus or any other District properties.

R216: No person shall leave any animals or minor children unattended in a vehicle on Campus or any other District properties.

R217: No person shall abandon, or leave standing, any vehicle or motorcycle on the District premises for 72 or more consecutive hours without advanced permission of the District Safety and Security Department. Violations will result in vehicle removal and storage under authority of Section 21113 of the California Vehicle Code.

SKATEBOARDS, SCOOTERS AND BICYCLES

No person except authorized District personnel shall drive or ride a motor driven scooter, motorcycle, bicycle or similar devices on any District property sidewalk or landscaped area.

No person except authorized District personnel shall ride a skateboard, roller blades, self-propelled scooter, hover-board or similar devices on any District property sidewalk or landscaped area. These devices shall be stored in areas that do not obstruct pathways of travel.

Persons utilizing electric powered devices designed to assist with mobility are ~~not~~ to be operated in ~~an unsafe~~ a safe manner ~~or and~~ at speeds no greater than the speed of pedestrian traffic.

Bicycles shall be parked in designated bike racks throughout ~~campus and~~ District property so as not to obstruct pathways of travel.

Unattended items above may be confiscated by District Safety & Security if they present a hazard to ~~the campus or~~ District property.

OVERNIGHT DISTRICT PROPERTY PARKING/FACILITY USE

Overnight parking between 11:00 p.m. and 6:00 a.m. is prohibited on all district property unless approved by District Safety & Security. Only authorized personnel assigned to work a schedule shift for District related business may park a vehicle or remain on District property when facilities are closed.

CITATIONS

Consistent with California Vehicle Code, the procedures for contesting or paying an RSSCD parking citation are:

1. To pay a parking citation send payment to the RSSCD parking administration (address below), OR pay for the citation online at www.paymycite.com/rscdd [https://.citationportal.com](https://citationportal.com) You may also pay by phone at 877-800-1901

Address for payment by mail:

Enforcement Solution Center

P.O. Box 610188

San Jose, CA 95161-0188

2. ~~To contest a citation, request an Initial Review by telephone (888) 300-9915 or online at www.paymycite.com/rscdd or by mail as described on the citation. You may contest a citation online within 21 calendar days of issuance or 14 calendar days from the Notice of Parking Violation mailing date by visiting <https://rscdd.citationportal.com/>. You must provide the reason you feel the citation was issued in error and attach applicable documentation relating to your appeal.~~ There is no charge for this hearing and you do not pay the citation penalty prior to this hearing.
3. The Parking Administration forwards the Initial Review ~~form~~ to Chief, District Safety & Security or their designee.
4. The Chief, District Safety and Security or their designee reviews the ~~form~~ information and either upholds or dismisses the citation based upon available information. The result is updated online and a ~~results~~ letter is forwarded to the person notifying them of the disposition.
5. A dismissed citation requires no further action. An upheld citation requires the person to forward a deposit in the amount of the citation penalty to the Parking Administration. ~~RSCDD fee schedule is set at \$45 (\$100 for Red curb violations and \$350 for violation of Disabled Persons regulations).~~
6. If the person is dissatisfied with the results of the Initial Review, the person may request an Administrative Hearing no later than 21 calendar days following the results of the issuing agency's review. The person requesting the Administrative Hearing shall pay the amount of the parking penalty. ~~A person can request an Administrative Hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due (you must complete the form online at www.paymycite.com/rscdd to qualify).~~
- ~~7. A college Hearing Examination Committee will meet for in-person hearings and reviews. This committee will be managed by an external parking processing company. Within 90 days an in-person hearing or written declaration is scheduled.~~
7. A Hearing Administrator will meet for in-person hearings and reviews. The parking processing company manages the hearing. Per California Vehicle Code 40230(a), within 30 calendar days after the mailing or personal deliver of the final decision, the person may seek review by filing an appeal to be heard by the Superior Court.
8. A parking citation payment plan is available for individuals with multiple unpaid parking citations pursuant to Vehicle Code Sections 4760, 21107-8, 40215 and 40220.
9. Address for parking administration is:
Request for Citation Review Hearing
Parking Citation Service Center
Post Office Box 11923
Santa Ana, CA 92711

ELECTRIC VEHICLE CHARGING ZONE

The Electric Vehicle Charging Zone identifies restricted use of electric parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging. Charging time is not to exceed four hours maximum per day. Charging stations are not to be used as parking locations. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone. Parking citations will be issued for violations.

The colleges may establish fees for electric vehicle charging stations to recover the costs of vendor services, electricity services, periodic maintenance and other costs. Individuals may contact the District Safety and Security Department for information and locations to these charging stations.

ENFORCEMENT

The Board of Trustees authorizes the Rancho Santiago Community College District - District Safety and Security Department to issue traffic and parking citations within the boundaries of District properties pursuant to:

1. Traffic and parking regulations established by the Board of Trustees of the District.
2. California Vehicle Code, California Education Code and California Penal Code.

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the policy itself. Safety & Security staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

Responsible Manager: Chief, District Safety and Security

Revised: June 16, 2014 (Previously AR3501)

Revised: August 21, 2017

Revised: June 7, 2021

Revised: xxxxxxxxxxxxxx 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7600 Campus Security Officers (NEW)

Reference:

Education Code Sections 72330.5

California Code of Regulations ("CCR") sections 59700-59704 (formally sections 51028, 51100, 51102 and 59700)

Penal Code Sections 832 et seq.

Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

The Chancellor has established the District Safety & Security department under the supervision of the Chief of District Safety & Security, who shall report directly to the Vice Chancellor, Business Services. The purpose of the department is to deter and/or report criminal activity while providing safety and security on or near the campuses and other grounds or properties owned, operated, controlled or administered by the District, acting on behalf of the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

Campus Safety officers shall be employed as members of the classified service but shall also be licensed by the Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs as required by Education Code Sections 72330.5. Prior to employment, they shall also satisfy the training requirements set out in Penal Code Sections 830 et seq and comply with the following:

- Submission of one copy of his or her fingerprints which shall be forwarded to the Federal Bureau of Investigation.
- A Department of Justice inquiry and background to determine that the employee is not a person prohibited from employment by a California community college district; and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

The Vice Chancellor, Business Services, in cooperation with the Chief of District Safety & Security, shall issue such other regulations as may be necessary for the administration of the District Safety & Security Department.

The Chief of District Safety & Security shall issue all regulations as may be necessary for the administration of District Safety & Security.

- Schedules and shifts
- Weapons practices, and qualifications
- Use of Force
- Use of vehicles
- Training

The District recognizes that Campus Safety officers play a particularly important role in fostering inclusion, forging cultural awareness, and promoting mutual understanding and respect. The District is committed to employing and supporting qualified Campus Safety officers who are dedicated to eradicating racism, discrimination, and biases from our campuses.

The District Safety & Security Department personnel must adhere to principles of diversity, equity, inclusion, and accessibility. The District Safety & Security Department must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District Safety & Security personnel shall also comply with new regulations applicable to Title 5 of the California Code of Regulations that are commonly referred to as the Campus Climate and Public Safety Regulations.

These regulations require Campus Safety personnel to participate in training on community policing principles including anti-bias, cultural responsibility, conflict avoidance, and de-escalation. It also requires Campus Safety to revise their hiring and promotion practices to ensure officers exhibit a “guardian v. warrior” mentality as set forth in California Code of Regulations (“CCR”) sections 59700-59704 (formally sections 51028, 51100, 51102 and 59700).

Responsible Manager: Chief, District Safety & Security

Adopted: xxxxxxxxxx, 2024

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7700 Whistleblower Protection

Reference(s):

California Labor Code section 1102.5
U.S. Government code section 53296,
Private Attorney General Act of 2004 (Labor Code section 2698)

Individuals are encouraged to report suspected incidents of unlawful activities by district employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700, and addressing complaints of retaliation for making such reports.

Reporting Suspicions of Fraud or Waste of District Resources

The District retains the services of an independent third party provider that allows any person to anonymously report suspicions of fraud or waste of District resources. The District encourages employees to report by:

Calling the District's independent third party fraud hotline (877-235-3224)

OR

Completing an online webform

(<https://www.mycompliancereport.com/report?cid=RSCCD>; Company Code RSCCD).

All reports submitted through the fraud hotline and webform are monitored by the following individuals at the District:

- Director of Accounting, Audit & Advisory Services
- Audit Specialist
- Vice Chancellor of Business Services
- Assistant Vice Chancellor of Fiscal Services
- Assistant Vice Chancellor of Human Resources
- Director of Human Resources

If one of the individuals listed above are mentioned in a report, they will not receive that report.

All reports are evaluated and may result in an inquiry or investigation. An appropriate investigator is assigned based on the nature of the report. During an inquiry or investigation, the parties most directly connected may be notified of the matter and asked to assist with the

inquiry or investigation. This may include the immediate supervisor of the parties involved and any individuals who can provide any relevant information concerning the matter under evaluation.

Filing a Report of Suspected Unlawful Activities-Reporting Other Suspicions of Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students or other third parties.

Anonymous reports will be investigated to the extent possible. Persons who wish to report suspected unlawful activities anonymously may do so through the WeTip organization at ~~800-782-7463 (1-800-78-CRIME) (800)-US-FRAUD (800-873-7283)~~. However, employees are strongly encouraged not to report anonymously because doing so may impede the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a district employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate manager or other appropriate manager within the operating unit. However, if the report involves or implicates the direct manager or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. If the alleged unlawful activity involves the Chancellor, the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Chancellor who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving manager should elicit as much information as possible. If the report is made orally, the receiving manager shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

Once the manager has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward the report to the appropriate President or Vice Chancellor. However, if this process would require submitting the report to an employee implicated in the report, the receiving manager should follow the reporting options outlined, above. The manager or trustee who ultimately receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b)

advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate manager (if the manager is not the source of or otherwise involved in the retaliatory conduct). Any manager who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise Chancellor. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the Chancellor, the manager shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Requirement to Post Whistleblower Hotline

The District shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws referenced in this procedure. The list shall include the telephone number of the WeTip hotline, **800-782-7463 (1-800-78-CRIME) (800-US-FRAUD (800-873-7283))**, for employees who have information regarding possible violations of state or federal statutes, rules, or regulations.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

Adopted: April 27, 2009
Revised: xxxxxxx, 2024

SENIOR ~~PEOPLE AND CULTURE BUSINESS PARTNER~~
HUMAN RESOURCE ANALYST

JOB DESCRIPTION - CONFIDENTIAL

POSITION OVERVIEW

The Senior ~~People and Culture Business Partner~~ Human Resource Analyst performs complex and specialized administrative studies and analysis of the ~~People and Culture~~ Human Resource Department's procedures, policies and precedents related to personnel, recruitment, classification, compensation, benefits and other ~~People and Culture~~ Human Resource functions for all employees. The position performs at full journey-level, making independent recommendations and conducting independent research of factual and procedural questions for the solution of a full range of People and Culture related issues. The Senior ~~People and Culture Business Partner~~ Human Resource Analyst reports and performs their duties under the general supervision of the ~~People and Culture~~ Human Resource Manager, and may direct the work of hourly employees and staff in ~~People and Culture~~ Human Resource.

REPRESENTATIVE DUTIES

1. Assist and supports high-level ~~People and Culture~~ Human Resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, ~~People and Culture~~ Human Resource information systems and employee records.
- ~~2. Represents the District as a business partner to colleges and campuses.~~
3. Provides recommendations in the interpretation and application of policies, procedures, regulations, memorandum of understanding and collective bargaining agreements.
4. Reviews, evaluates and facilitates the processing of hiring documents of new employees.
5. Provides information to District employees about ~~People and Culture~~ Human Resources regulations, procedures, benefits and forms.
6. Serves as liaison between ~~People and Culture~~ Human Resources and Payroll in ensuring that operations needs are met.
7. Assists in the implementation of multi-stakeholder onboarding programs, employee lifecycle programs, technology programs, and other programs as required.
8. Maintains, prepares and reports appropriate ~~People and Culture~~ Human Resources items for the ~~People and Culture~~ Human Resources docket.
9. Analyzes and makes recommendations concerning operational and technical matters in specified areas of ~~People and Culture~~ Human Resources; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and Administrative Regulations; oversee the maintenance of databases including FMLA and family illness database.
11. Provides analysis and serves as a reference source in the interpretation, application, and compliance of county, state, and federal regulations and guides concerning employment and ~~People and Culture~~ Human Resources administration.
12. Serves as a technical expert within specialized areas of People and Culture and develop new or revised methods of meeting problems within different levels, sensitivity, or dynamics.
13. Prepares written recommendations and submits them for review with investigative, factual, and analytical data in appropriate format.
14. Researches, compiles and presents data surveys and reports related to assigned group of employees.
15. Assists and supports in the preparation, maintenance, and analysis of confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
16. Responds, advises, and provides consultations to requests/inquiries from employees, the public and/or outside agencies.
17. Coordinates team projects or independently carries out special assignments under general supervision.
18. Communicates orally or in writing, utilizing data, graphic representations, or reference information, with other Business Partners, administrators, staff, and the public regarding ~~People and Culture~~ Human Resources related questions or topics.
19. Represents ~~People and Culture~~ Human Resources in meetings, hearings, conferences, workshops, or negotiations as assigned.

SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

HUMAN RESOURCE ANALYST

JOB DESCRIPTION - CONFIDENTIAL

20. Assists in the orientation, onboarding, or training of new or existing District employees or faculty as assigned.
21. Researches and analyzes employee assignments to ensure compliance with the Education Code, minimum qualifications and District Policies and Administrative Regulations.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of People and Culture Human Resources programs, practices, and techniques.
3. Project management principles and implementation of People and Culture Human Resources processes, procedures, and policies.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/~~People and Culture Human Resources~~ software.
5. General personnel, recruitment and class practices and procedures.
6. Employee selection systems, affirmative action activities, and employee benefits.
7. Office machines, filing systems, and records checking.
8. Modern office practices and procedures.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
3. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
5. Clearly communicate ideas and recommendations.
6. Write and provide comprehensive reports clearly and concisely.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small team and large, cross-functional environments.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations, and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two (2) years recent experience in personnel involving the interpretation of laws and policies.

**MANAGER, HUMAN RESOURCES OPERATIONS (NEW)
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

The Manager, Human Resources is responsible for coordinating and implementing human resources activities, policies, and programs that support the District's mission, vision, and values. This role involves overseeing the full spectrum of human resource functions, including recruitment, employee relations, leave management, classification and compensation, performance management, and compliance with applicable laws and regulations. The Manager provides responsible administrative support to District and college managers, administrators and employees in conformance with applicable laws, contracts, and District policies, procedures and practices.

REPRESENTATIVE DUTIES

1. Assume daily management responsibility for assigned human resources services and activities within the District Human Resources Office or an assigned area.
2. Innovates and implements new ideas for process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
3. Serve as the liaison and point of contact on assigned human resources matters, services, and activities with other departments, divisions, and outside agencies; respond to inquiries and requests for information concerning policies, procedures, and practices; advise, educate, and provide guidance on human resources matters; negotiate and resolve sensitive and controversial issues; provide consistent interpretation/application of applicable laws and human resources policies, procedures, and practices.
4. Partners closely with peers and stakeholders across the District to assess existing Human Resource programs, processes, and procedures and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Monitors and informs on legislative changes relevant to Human Resources.
6. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
7. Supervises record-keeping system that records, monitors, and keeps current all relevant documents.
8. Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes.
9. Liaises with project consultants, ITS and other departments to update HRIS processes, data migration, and data integrity.
10. Innovates and develops Professional Development programs with research-based effect and sustainable results on topics such as Equal Employment Opportunity, Diversity, Equity and Inclusion, leave management and performance management.
11. Participate in administering, evaluating, and assessing the District's Human Resources Information System (HRIS); oversee human resources related data collection, analysis, and reporting; supervise the input of data to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application and database systems; provide professional support to other staff in data analysis.
12. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
13. Develop and/or conduct new employee orientation, welcoming, and integrating new hires; develop and/or conduct exit interviews for personnel leaving employment.
14. Oversee or perform the processing of reassignments, transfers, and separations.
15. Participate in the classification, compensation, and benefits studies and surveys; compile data and prepare written reports including recommendations for action; administer established salary structure, pay policies, and employee benefit programs and services; review practices and procedures for adherence to District policies and procedures.
16. Delivers management coaching and training where needed to front-line managers and senior leaders.
17. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
18. Supports leadership in enhancing Human Resources visibility and providing innovative and proactive needs for District and campus stakeholders.
19. Leads, coaches, supervises, and leads classified staff in a variety of Human Resources areas.
20. Performs other duties as assigned.

**MANAGER, HUMAN RESOURCE OPERATIONS,
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)
KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs
2. Proven practices and strategies for recruitment and retention tools and processes.
3. Innovative strategies to build and effectively delivering an inclusion, diversity, equity, and belonging recruitment strategy from the ground up, including design of roadmaps to lead incremental progress towards long-term vision and goals.
4. Principles, policies and practices of personnel administration as it relates to wage and salary administration, employee/labor relations, classification and compensation, state and federal laws such as ADA, and EEO;
5. Budget administration, supervision, training, employee and organizational development, recruitment/selection, position classification, leadership, team building, motivation and conflict resolution;

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Analyze and strategize with metrics to guide strategy.
4. Analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
5. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
6. Collaborate and influence strategically in both small team and large, cross-functional environments.
7. Participate in the preparation and administration of assigned budget.
8. Analyze situations and make appropriate decisions and/or recommendations.
9. Quickly learn and effectively interpret and apply rules, regulations and precedents to HR issues and develop working solutions.
10. Clearly communicate ideas and recommendations.
11. Write clear, comprehensive, and concise reports.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Effectively serve as a resource to management staff and employees pertaining to human resources related problems, contract interpretation, concerns, and issues.
14. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
15. Research, analyze, and evaluate new service delivery methods and techniques.
16. Interpret and apply federal, state, and local policies, laws, and regulations.
17. Formulate and conduct presentations to employees, supervisors, and managers.
18. Plan and organize work to meet changing priorities and deadlines.
19. Participate in the administration of the Human Resources Information System.

MINIMUM QUALIFICATIONS

Education and Experience:

A Bachelor's degree from an accredited college or university and three (5) years of related work experience OR Juris Doctorate from an accredited college or university and one (3) year of related work experience OR Equivalent combination of training and experience.

**DIRECTOR, ~~PEOPLE AND CULTURE~~ HUMAN
RESOURCES**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

~~Director, Human Resources is responsible for planning, organizing and directing assigned District wide human resources management functions including but not limited to, human resources daily operations; recruitment and selection processes; classification and compensation; leave coordination; compliance with federal and state laws, District policies and procedures; and promoting positive employer-employee relations. In addition, this position assists with negotiations and leads complex technology initiatives. This positions reports to the Assistant Vice Chancellor, Human Resources. The Director of People and Culture leads, partners, and optimizes the delivery of consistently excellent people and culture related strategy in the areas such as organizational design, technology innovation, continuity planning, on boarding, employee communications, training, performance management, employee relations, total rewards, compliance, labor partnership, and coaching. The Director of People and Culture reports to the Assistant Vice Chancellor of People and Culture.~~

REPRESENTATIVE DUTIES

- ~~1. Proactively partners with stakeholders to influence organizational transformation.~~
- ~~2. Engages in integrated, actionable talent recruitment strategies and initiatives that help address equity gaps and improve equal employment opportunity. grow the business and deliver results. Assist in maintaining the District's Applicant Tracking, Onboarding, and related employment systems. Recommend and implement enhancements, changes to improve efficiency and service to applicants and the district. Recommend and implement changes to improve equity outcomes and goals.~~
- ~~3. Innovates on People and Culture Human Resource processes and technologies in fields areas such as onboarding, diversity recruitment, people analytics, leave coordination sustainability, and fiscal management.~~
- ~~4. Serving as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HRIS.~~
- ~~5. Develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's People and Culture employee services projects and programs; oversee the maintenance of the People and Culture Procedures Manual.~~
- ~~5.6. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels; allocate resources accordingly.~~
- ~~6.7. Provide responsible staff assistance to designated administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate; prepare and present staff reports and other necessary correspondence including reports and agenda items for the Community College District's Board of Trustees.~~
- ~~8. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.~~
- ~~7.9. Participate in the administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and administrative regulations; oversee the maintenance of databases including FMLA and family illness database.~~
- ~~8.10. Establish and implement People and Culture plans that effectively communicate and support the company's core values, vision, and overall business objectives while paying attention to the impact on employees.~~
- ~~9.11. Coaches stakeholders on people management practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.~~
- ~~10.12. Cultivates and strengthens relationships to implement all People and Culture initiatives and strategies. Provide guidance and input on workforce planning to support business strategy.~~
- ~~11.13. Analyzes trends and metrics in partnership with the broader cross functional People and Culture team to develop solutions, programs, and opportunities for learning.~~
- ~~12.14. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.~~
- ~~13.15. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.~~

DIRECTOR, ~~PEOPLE AND CULTURE~~ HUMAN

JOB DESCRIPTION – CLASSIFIED SUPERVISORY ~~RESOURCES~~

- ~~14.16.~~ Operates in a collaborative, positive ~~and open~~ manner - modeling key cultural indicators in your work, team interactions and relationships with ~~partners and all~~ employees ~~and external partners~~.
- ~~15.17.~~ ~~Constructs~~ ~~Develop~~ effective work relationships at all levels of the organization, influence behavior, and manage change.
- ~~16.18.~~ ~~A cultural advocate: proposes/facilitates actions to support employee engagement.~~
- ~~17.19.~~ Partners closely with management and team members ~~globally~~ to improve work relationships, build morale, and increase productivity and retention.
- ~~20.~~ ~~Identify training needs and coordinate professional development programs for employees, implementing initiatives to enhance employee skills, knowledge and overall job performance.~~
- ~~18.21.~~ ~~Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for district and campus stakeholders.~~
- ~~19.22.~~ Coaches, supervisors, and leads ~~confidential and~~ classified staff in a variety of ~~People and Culture areas~~ Human Resource functions.
- ~~20.23.~~ Performs other duties as assigned and serves as a backup to the Vice Chancellor- Human Resources of People and Culture and the Assistant Vice Chancellor of People and Culture, Human Resources.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

- ~~2.1.~~ Operations, services, and activities of a comprehensive human resources program.
- ~~3.2.~~ Principles, policies, and practices of human resources management including recruitment and selection, classification and compensation, employee/labor relations, and employee and organizational development.
- ~~4.3.~~ Negotiation principles and practices.
- ~~5.4.~~ ~~Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.~~
- ~~6.5.~~ ~~Experience innovating in the People and Culture space through technology and stakeholder collaboration.~~
- ~~7.6.~~ Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
- ~~8.7.~~ ~~Experience identifying and building strategic cross-functional partnerships across all levels of the business to understand challenges.~~
- ~~8.~~ Issues of cultural diversity and Equal Opportunity principles and legal requirements.
- ~~9.~~ Leadership, team building, motivation, and conflict resolution principles
- ~~10.~~ Principles of supervision, training, and performance evaluation.
- ~~11.~~ Research techniques and statistics in personnel matters, classification, job analysis, ~~recruitment selection, and selection, and compensation analysis. benefit administration.~~
- ~~12.~~ Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/People and Culture software.
- ~~13.~~ ~~High degree of business insight; results-oriented with an ability to work independently.~~
- ~~14.13.~~ Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
- ~~15.~~ ~~A collaborative partner who acts with a sense of urgency and adapts to a fast paced and ever-changing environment.~~

Ability to:

- ~~2.1.~~ Oversee and participate in the management of a human resources program within the District Human Resources Office.
- ~~3.2.~~ Investigate complaints and make appropriate recommendations.
- ~~4.3.~~ Participate in collective bargaining negotiations and contract administration.

DIRECTOR, ~~PEOPLE AND CULTURE~~ HUMAN

JOB DESCRIPTION – CLASSIFIED SUPERVISORY ~~RESOURCES~~

- ~~5.4. Interpret and apply provisions of Federal laws, Education Code, Government Code, Title 5, Title IX, and other federal and state regulations as related to the responsibilities of the position.~~
- ~~6.5. Oversee, direct, and coordinate the work of assigned staff.~~
- ~~7.6. Select, supervise, train, and evaluate staff.~~
- ~~8.7. Participate in the development and administration of goals, objectives, and procedures for assigned area.~~
- ~~9.8. Analyze and strategize with people metrics to guide strategy.~~
- ~~10.9. Innovate on software packages for recruitment, personnel, spreadsheets and databases.~~
- ~~11.10. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.~~
- ~~12.11. Show success utilizing employee attraction, engagement, and retention strategies.~~
- ~~13.12. Gather and analyze data and situations and make appropriate decisions. Gather and analyze data, reason logically and draw valid conclusions.~~
- ~~14.13. Analyze and assess programs, policies, and operational needs and make appropriate adjustments~~
- ~~15.14. Prepare and present comprehensive, concise, and clear oral and written reports.~~
- ~~16.15. Analyze situations and make appropriate decisions and/or recommendations.~~
- ~~17.16. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.~~
- ~~18.17. Clearly communicate ideas and recommendations.~~
- ~~18. Write clear and concise reports.~~
- ~~19. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
- ~~19.~~
- ~~20. Work with and provide direction to other employees in the completion of the day-to-day work.~~
- ~~21. Excel in an ever-changing environment using an ambitious mindset.~~

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and (2) year of related work experience.

Board Approved: March 28, 2022

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

POSITION OVERVIEW

The Manager of ~~People & Culture~~ Employee Relations/Investigations innovates, delivers, and collaborates on duties to solidify the District's commitment to foster an inclusive and equitable environment where all students and employees are able to thrive and belong authentically. The Manager serves as the District's Title IX investigator, Section 504/ADA deputy coordinator and supports via duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Fair Employment and Housing ("DFEH"), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager of Employee Relations further ensures the delivery of consistently excellent ~~people and culture~~ human resource related strategy in the areas such as learning and development, wellness, process innovation, total rewards, and employee relations. The Manager of ~~People & Culture~~ Employee Relations/Investigations reports to the ~~Assistant Vice Chancellor of People and Culture/Human Resources~~ designated administrator.

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning & development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing people and culture programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District's proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act and the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statues, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on current and upcoming legislative changes relevant to people & culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

practices to ensure ongoing legal compliance.

9. Prepares investigative reports regarding EEO/civil rights complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
10. Collaborates with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members.
11. Innovates and develops ~~in collaboration with the Assistant Vice Chancellor, People & Culture~~ in training programs that are ~~tailored around lean 80/20 learning~~ with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other ~~people & culture human resource~~ topics.
12. Collaborates in District alternative dispute resolution processes, EEOC/DFEH responses and State Chancellor's Officer affairs.
13. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
14. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
15. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
16. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
17. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
18. Operates in a collaborative, positive and open manner— modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
19. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
20. A cultural advocate: proposes / facilitates actions to support employee engagement.
21. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
22. Supports leadership in enhancing ~~People & Culture human resources~~ visibility and providing innovative and proactive needs for district and campus stakeholders.
23. Leads, coaches, supervisors, and leads classified staff in a variety of people & culture areas.
24. Performs other duties as assigned ~~and serves as a backup to the Assistant Vice Chancellor of People & Culture/Human Resources.~~

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing ~~People & Culture~~ human resources support in a multi-stakeholder organization across multiple locations.
2. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, employee and management training and development, and employee discipline and corrective action.
5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS ~~People & Culture~~ human resources software.
8. High degree of business insight; results-oriented with an ability to work independently
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
- ~~3. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.~~
4. Show success utilizing employee attraction, engagement, and retention strategies
5. Gather and analyze data, reason logically and draw valid conclusions.
6. Analyze situations and make appropriate decisions and/or recommendations.
7. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
10. Work with and provide direction to other employees in the completion of the day-to-day work.
- ~~11. Excel in an ever-changing environment using an ambitious mindset Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic~~

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
~~SEPTEMBER 2021~~

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

backgrounds of community college students and personnel, including those with physical or learning disabilities.

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience
OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and one (1)
years of related work experience OR Equivalent combination of training and experience.

Board Approved: _____

**District Investigator (NEW DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL**

POSITION OVERVIEW

The District Investigator is a full journey-level position that performs complex and specialized administrative duties involving preparation, investigation, and analysis of cases related to Civil Rights, Title IX, and Workplace investigations within the District and Colleges. This role evaluates District disciplinary actions for policy and regulatory compliance, manages the intake process for reports, inquiries, and complaints, and ensures a streamlined resolution workflow. This role also engages in complex administrative studies and analyses related to Human Resources (HR) Department's procedures, policies, and precedents encompassing Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other HR functions for all employees and students. Finally, the position coordinates with various areas of HR, legal counsel, and other departments to ensure a comprehensive approach to resolving issues. Reporting to the HR Manager, this role may also direct the work of hourly employees and staff in the Department.

REPRESENTATIVE DUTIES

1. Responds to and investigates Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Conducts prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Serves as a technical expert in investigative, research, and complex analysis within Human Resources, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides independent recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Coordinates and conducts intake of complaints, reports, or inquiries.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA**

REVISED JANUARY 2024

District Investigator (NEW DESCRIPTION)

JOB DESCRIPTION - CONFIDENTIAL

7. Serves as a liaison between HR and College personnel to ensure that operational needs are met.
8. Delivers information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
9. Analyzes and makes recommendations concerning operational and technical matters in the areas of Civil Rights, Title IX, or workplace conflict areas of HR; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Conducts in-depth interviews with employees, students, and third parties, addressing violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
11. Facilitates informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
12. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.
13. Supports the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
14. Supports HR projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
15. Independently communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
16. Demonstrates budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
17. Represents HR in meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
18. Acts as an advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
19. Delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA**

REVISED JANUARY 2024

District Investigator (NEW DESCRIPTION)

JOB DESCRIPTION - CONFIDENTIAL

20. Assists in the facilitation of Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
21. Monitors and informs on legislative changes relevant to Human Resources.
22. Maintains, prepares and reports appropriate HR items for the Board of Trustees meeting dockets.
23. Drafts detailed notes and summaries of intakes and interviews, including facts, policies, and action plans, while maintaining communication with the involved parties.
24. Facilitate informal resolutions and participate in formal investigation processes for conflict resolution.
25. Coordinates and monitors activities to ensure project and investigation completion within established timelines.
26. Responds, advises, and provides consultations to requests and inquiries from employees, students, members of the public, and outside agencies.
27. Supports the District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.
28. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, the Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of HR programs, practices, and techniques.
3. Investigative principles and application of laws, policies, rules, regulations, and practices.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/HR software.
5. General HR practices and procedures related to personnel, recruitment, class compensation, organizational management, etc.
6. Reporting structures of the organization, including direct reports or collaborations with various stakeholders.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA**

REVISED JANUARY 2024

**District Investigator (NEW DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL**

7. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clearly communicate ideas and recommendations.
5. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
6. Write and provide comprehensive reports clearly and concisely.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small teams and large, cross-functional environments.
10. Gather and analyze data, reason logically, and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field OR equivalent education, training and/or experience and two (2) years recent experience involving the interpretation of laws and policies.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA **REVISED JANUARY 2024**
Principal District Investigator (NEW JOB DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL

POSITION OVERVIEW

The Principal District Investigator innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community can thrive and belong authentically. The Principal District Investigator is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions. This role also serves as a leader in making independent analysis and recommendations of factual and procedural questions, for the solution of Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other Human Resources (HR) related issues for all employees and students. This position reports and performs its duties under the general supervision of the HR Manager, District Investigations, and may direct the work of hourly employees and staff in Human Resources.

REPRESENTATIVE DUTIES

1. Leads in responding to and investigating complex Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Leads prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a primary reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Acts as a senior technical expert in investigative, research, and complex analysis within HR, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides expert recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Assist in conducting intake of complaints reports, or inquiries.
7. Functions as a primary liaison between HR and College personnel, addressing operational needs with a focus on strategic alignment and efficiency.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA **REVISED JANUARY 2024**
Principal District Investigator (NEW JOB DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL

8. Delivers detailed and complex information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
9. Analyzes and provides high-level recommendations concerning operational and technical matters in areas of Civil Rights, Title IX, or workplace conflict in HR; synthesizes diverse opinions to formulate comprehensive solutions.
10. Conducts in-depth interviews with employees, students, and third parties, addressing complex violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
11. Leads in facilitating informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
12. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.
13. Directs the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
14. Directs high-level Human Resources projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
15. Expertly communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
16. Demonstrates advanced budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
17. Leads team projects and independently carries out complex special assignments, without supervision.
18. Represents HR in high-level meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
19. Acts as the primary advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
20. Acts as the primary advisor to District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA **REVISED JANUARY 2024**
Principal District Investigator (NEW JOB DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL

and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.

21. Designs and delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.
22. Oversees and facilitates Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
23. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
24. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
25. Monitors and informs on legislative changes relevant to HR.
26. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of HR policies and practices and its integration with full-scale comprehensive HR programs.
3. Exceptional project management with the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
4. High level of stakeholder service-centricity and organizational empathy.
5. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
6. Investigative principles and application of laws, policies, rules, regulations, and practices.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/HR software.
8. High degree of business insight and results-oriented. with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA **REVISED JANUARY 2024**
Principal District Investigator (NEW JOB DESCRIPTION)
JOB DESCRIPTION - CONFIDENTIAL

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
3. Proven ability to define, influence, refine and implement processes, procedures, and policies.
4. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
5. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
6. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
7. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
8. Display strong analytical capabilities and a process improvement mentality.
9. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
10. Collaborate and influence strategically in both small teams and large, cross-functional environments.
11. Maintain confidentiality of non-public information.
12. Gather and analyze data, reason logically, and draw valid conclusions.
13. Analyze situations and make appropriate decisions and/or recommendations.
14. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
15. Clearly communicate ideas and recommendations.
16. Write clear, comprehensive, and concise reports.
17. Work with and provide direction to other employees in the completion of the day-to-day work.
18. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR equivalent combination of training and experience.

~~PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER~~

PRINCIPAL HUMAN RESOURCE ANALYST

JOB DESCRIPTION

POSITION OVERVIEW

~~The Principal People and Culture Business Partner innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically.~~ The Principal ~~People and Culture Business Partner~~ Human Resource Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis ~~and recommendations of factual and procedural questions~~, for the solution of people and culture related issues. The Principal ~~People and Culture Business Partner~~ Human Resource Analyst reports and performs their duties under the general supervision of the ~~People and Culture Manager~~ designated supervisor, and may direct the work of hourly employees and staff in ~~People and Culture~~ Human Resources.

REPRESENTATIVE DUTIES

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
3. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
4. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
5. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and people and culture administration.
6. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
7. Collaborates in collective bargaining agreements and labor management meetings as needed.
8. Researches and prepares highly complex statistical and narrative reports on a variety of data.
9. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
10. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
11. Advises on budget and technology to ensure strategic alignment with districtwide resources and resources.
12. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
13. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
14. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
15. Partners closely with peers and stakeholders across the District to assess existing ~~people and culture~~ human resource programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
16. Monitors and informs on legislative changes relevant to people and culture.
17. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
18. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing ~~people and culture~~ human resource support in a multi-stakeholder organization across multiple locations.

~~PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER~~

PRINCIPAL HUMAN RESOURCE ANALYST

JOB DESCRIPTION

2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture programs.
5. ~~Exceptional~~ project management ~~agile scrum/six sigma black belt skills~~, the ability to track and manage complex processes, ~~and a desire to lead multiple teams and multiple projects.~~
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our ~~talent procurement recruitment~~ and retention tools and processes.
8. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
9. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/~~People and Culture~~ Human Resource software.
10. High degree of business insight; results-oriented with an ability to work independently.
11. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with ~~people~~ metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into ~~people and culture~~ human resource initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
13. Clearly communicate ideas and recommendations.
14. Write clear, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-daywork.
16. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: ~~February 28, 2022~~