



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

**November 6, 2023**

**1:30 p.m.**

**Via Zoom**

<https://us06web.zoom.us/j/83047051024>

669-444-9171 / 830 4705 1024

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

Contact Debra Gerard at [gerard\\_debra@rscdd.edu](mailto:gerard_debra@rscdd.edu) to obtain passcode.

**Agenda**

1. Call to Order/Update Martinez
2. Kick-Off of District Comprehensive Master Plan Perez
3. Approval of October 2, 2023 District Council Meeting Minutes - **ACTION** Martinez
4. Approval of Reorganizations – **ACTION** Winter
  - a. Reorg #1368 – DO/Accounts Payable/Fiscal Services
  - b. Reorg #1369 – DO/Payroll/Business Services
  - c. Reorg #1370 – DO/People & Culture/Operations
5. ITS Annual Report – **INFORMATION** Gonzalez
6. Committee Reports – **INFORMATION**
  - a. Planning & Organizational Effectiveness Committee Perez
  - b. Human Resources Committee Winter
  - c. Fiscal Resources Committee Ingram
  - d. Physical Resources Committee Ingram
  - e. Technology Advisory Group Gonzalez
7. Constituent Representative Reports - **INFORMATION**
  - a. Academic Senate - SAC Coyne
  - b. Academic Senate - SCC Rutan
  - c. Classified Staff Johnson
  - d. Student Government - SAC Cantorán
  - e. Student Government – SCC Lopez

Next Meeting:  
December 4, 2023



# Rancho Santiago Community College District District Council Meeting

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## Minutes October 2, 2023

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Michael Taylor	Present
	Tyler Johnson	Absent
	Zina Edwards	Absent
	Ambar Nakagami	Present
	Raven Cantoran	Present
	Gabriel Lopez	Absent
Guests:	Adam O'Connor	
	Linda Melendez	
	Joe Melendez	
	Chi-Chung Keung	

### 1. Call to Order/Update

- a. The Chancellor convened the meeting via Zoom Conference at 1:32 p.m. and a roll call of attendees was taken.

2. Approval of Minutes

- a. It was moved by Mr. Beyersdorf, seconded by Ms. Coyne and carried unanimously to approve the minutes of the August 28, 2023 meeting.

Dr. Nery joined the meeting at this time.

3. Approval of Reorganization

- a. It was moved by Mr. Rutan, seconded by Mr. Perez and carried unanimously to approve Reorg #1345 v2.

4. Approval of Administrative Regulations

- a. AR 3720 Information Resources Acceptable Use – It was moved by Ms. Evett, seconded by Mr. Beyersdorf and carried unanimously to approve revisions to AR 3720 as recommended by the Technology Advisory Committee.
- b. AR 6150 Designation of Authorized Signatures – It was moved by Ms. Ingram, seconded by Mr. Winter and carried unanimously to approve revisions to AR 6150 as presented.
- c. AR 6520 Security for District Property – It was moved by Ms. Ingram, seconded by Ms. Evett and carried unanimously to approve revisions to AR 6520 as presented.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Vice Chancellor Perez reported that the September 27 meeting was cancelled because the item to be discussed was not ready for review. The item will be discussed at the October 25 meeting.
- b. Human Resources Committee (HRC)  
Acting Vice Chancellor Winter reported on the September 13 meeting. The next meeting will be held on October 11.
- c. Fiscal Resources Committee (FRC)
- d. Vice Chancellor Ingram reported on the September 20 meeting. The next meeting will be held on October 18.
- e. Physical Resources Committee (PRC)  
Vice Chancellor Ingram reported on the September 6 meeting. The October 4 meeting will be conducted via email.
- f. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on the September 7 meeting. The next meeting will be held on October 5.

6. Constituent Representative Reports

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

Next Meeting: The next meeting will be held on Monday, November 6, 2023  
Meeting Adjourned: 2:13 p.m.  
Approved: November 6, 2023

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

Number # 1368  
*Assigned by Human Resources*

**Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.**

Site/Department/Division: DO/Accounts Payable/Fiscal Services

Manager/Supervisor: Thao Nguyen

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Senior Account Clerk - vacant	Sr Accountant

Current annual salary/benefits cost \$ 124,170 Proposed annual salary/benefits cost \$ 133,402  
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-672000-54213-2130&11-0000-672000-54213-5100 \$9,232 for difference no cost to colleges  
*(Attach necessary budget change forms)*

**Reason for reorganization:**

Please see attachment.

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

No  Yes  If yes, please explain below.

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

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

Submitted by (District Cabinet Member): *Jiv Ingram* Date: 10/3/2023

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>Alistair Winter</i></u> <small>Alistair Winter (Oct 5, 2023 07:51 PDT)</small>	Business Operations & Fiscal Services (Signature/Date): <u><i>[Signature]</i></u> <u>10/3/23</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

### **Rationale & Cost Breakdown for Reorganization**

Many of the surrounding district Accounts Payable departments have positions that perform a mix of AP and Accounting duties instead of positions that are solely dedicated to AP.

Some of the benefits of converting Senior AP clerk to Senior Accountant:

- Improves customer service. Submitting budget changes for departments when there isn't enough budget to pay invoices or reimbursement claims, instead of telling department to submit a budget change and waiting to pay the invoice.
- Allows the department more flexibility to cross-train and shift assignments between other Senior Accountants based on Fiscal Services' needs.
- Creates upward mobility for staff because they perform a broader scope of duties, instead of strictly AP duties.

Accounting duties that could be assigned to this position include:

- Preparing and submitting budget changes and transfers of expenditure
- Preparing prepaid entries
- Posting cash receipts
- Performing less complicated bank reconciliations
- Reconciles accounts receivable
- Helps prepare fixed asset schedules
- Posting R2T4s
- Transmitting NLSDS

### **Funding Impact**

Funding of the differences of \$9,232 will be coming from 11-0000-672000-54213-5100. There is no request for additional funds.

	<b>23/24 Sal/Ben Budgeted</b>	<b>FY 23/24</b>	
	<b>Senior Account Clerk</b>	<b>Sr Accountant Grade 15/Step 3</b>	<b>increase</b>
Vacant-(Dana Ericson)	124,170	133,402	9,232

RSCCD

2023-2024 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

<b>POSITION TITLE</b>	<b>Senior Account Clerk - Dana Ericson (vacant)</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade 10/Step 6	\$ 6,002.975	12	\$ 72,035.70

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	19,219.12	
SOCIAL SECURITY	6.200%	4,466.21	
MEDICARE	1.450%	1,044.52	
UNEMPLOYMENT	0.050%	36.02	
WORKERS COMP	1.500%	1,080.54	
ACTIVE RET. INS. COST	0.750%	540.27	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 26,386.68</b>	<b>\$ 26,386.68</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 98,422.38</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.750%	11.25	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) \$	72,035.70	64.83	
MEDICAL INSURANCE (see below)		24,033.48	
<b>TOTAL INSURANCE COST</b>		<b>24,098.31</b>	<b>\$ 24,098.31</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 124,169.94</b>
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BENEFITS =	\$ 52,134.24
BENEFIT COST AS A PERCENT OF CONTRACT =	72.37%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W



RSCCD

2023-2024 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Sr Accountant		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 15/Step 3	\$ 6,677.990	12	\$ 80,135.88

\$ 8,100.18

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	21,380.25	\$ 2,161.13
SOCIAL SECURITY	6.200%	4,968.42	\$ 502.21
MEDICARE	1.450%	1,161.97	\$ 117.45
UNEMPLOYMENT	0.050%	40.07	\$ 4.05
WORKERS COMP	1.500%	1,202.04	\$ 121.50
ACTIVE RET. INS. COST	0.750%	601.02	\$ 60.75
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 29,353.77</b>	<b>\$ 29,353.77</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 109,489.65</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	\$ -
SOCIAL SECURITY	6.200%	93.00	\$ -
MEDICARE	1.450%	21.75	\$ -
UNEMPLOYMENT	0.050%	0.75	\$ -
WORKERS COMP	1.500%	22.50	\$ -
ACTIVE RET. INS. COST	0.750%	11.25	\$ -
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	80,135.88	72.12	\$ 7.29
MEDICAL INSURANCE (see below)		22,190.66	\$ (1,842.82)
<b>TOTAL INSURANCE COST</b>		<b>22,262.78</b>	<b>\$ (1,835.53)</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 133,401.68</b>	<b>\$ 9,231.74</b>
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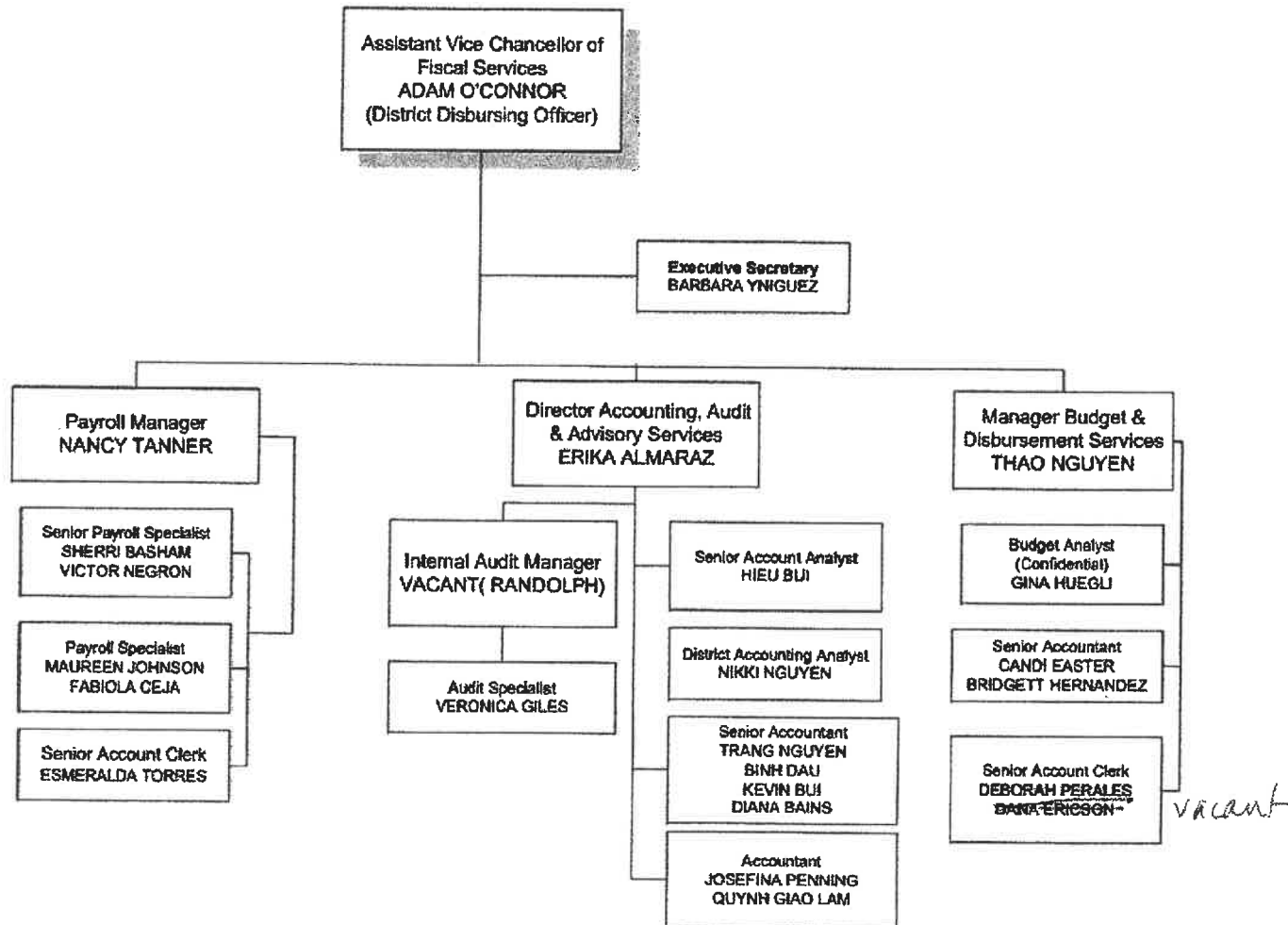
BENEFITS =	\$ 53,265.80
BENEFIT COST AS A PERCENT OF CONTRACT =	66.47%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

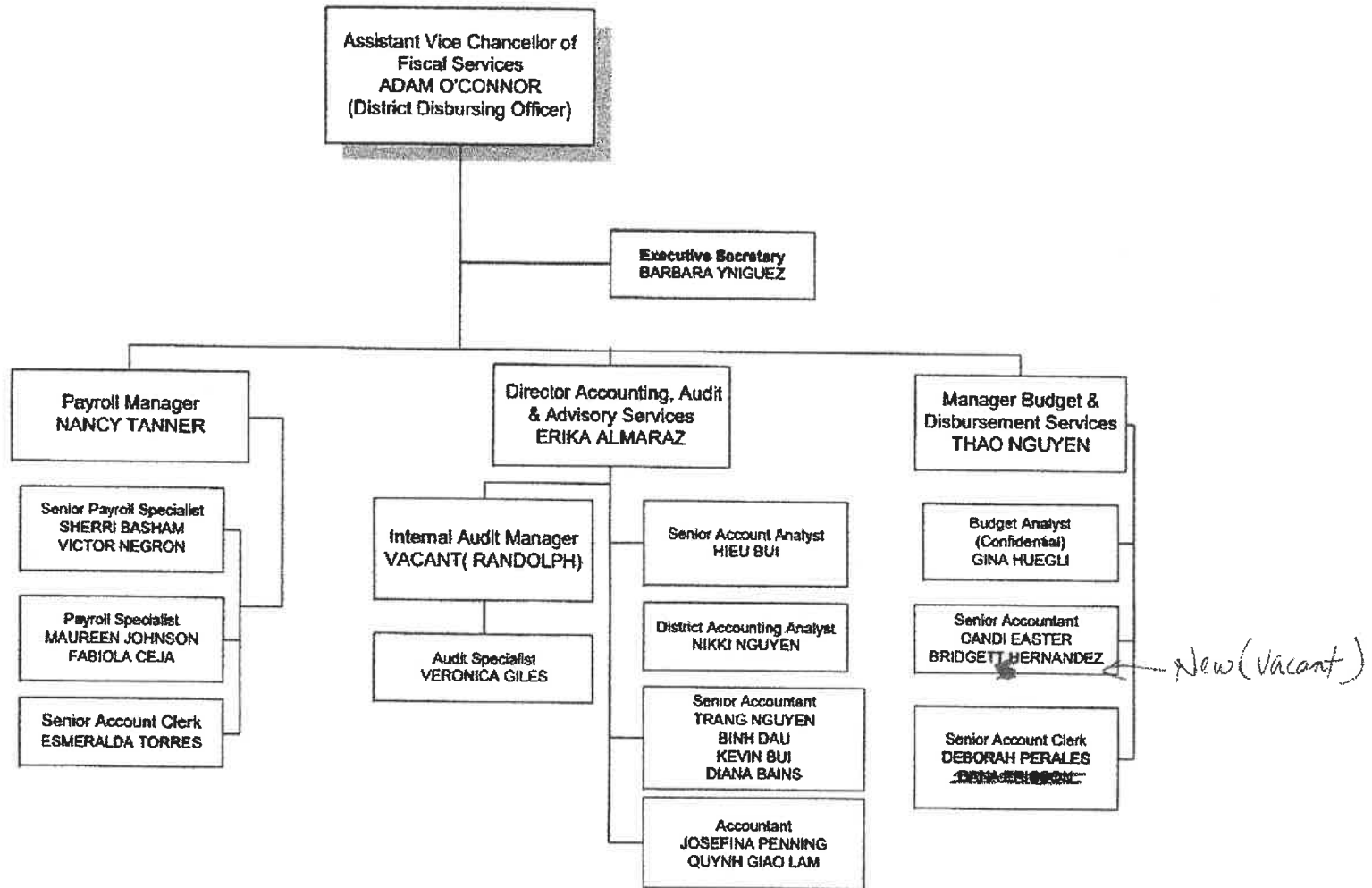
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**Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
FISCAL SERVICES**



PROPOSED

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





**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** winter\_alistair@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

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

Number # 1369  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office/Payroll/Business Services

Manager/Supervisor: Adam O'Connor/Nancy Tanner

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Sr. Payroll Specialist

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ 105,406.76 --- \$141,855.92

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): Colleges to fund using fund 13 for FY 23/24, then added to 24/25 budget assumptions for ongoing funding.  
(Attach necessary budget change forms)

Reason for reorganization:

Additional Sr. Payroll Specialist due to increase in hiring, increase in manual payroll processes, cross training, position will be 50/50 between the Academic and Classified payroll processing. ~~Approved by Chancellor's Cabinet 10/2/2023~~

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

No  Yes  If yes, please explain below.

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

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

Submitted by (District Cabinet Member): *Iris Ingram* Date: 10/8/2023

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>Alistair Winter</i></u> <small>Alistair Winter (Oct 6, 2023 13:12 PDT)</small>	Business Operations & Fiscal Services (Signature/Date): <u><i>[Signature]</i></u> <u>10/3/23</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u><i>DG</i></u> <small>bs Marvin Martinez (Oct 30, 2023 12:44 PDT)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**RSCCD**

**2023-2024 Cost of Position**

**COST OF NEW POSITION - CLASSIFIED CONTRACT**

<b>POSITION TITLE</b>	<b>Sr. Payroll Specialist</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
14/3	\$ 6,324.209	12	\$ 75,890.51

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	26.680%	20,247.59	
SOCIAL SECURITY	6.200%	4,705.21	
MEDICARE	1.450%	1,100.41	
UNEMPLOYMENT	0.050%	37.95	
WORKERS COMP	1.500%	1,138.36	
ACTIVE RET. INS. COST	0.750%	569.18	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 27,798.70</b>	<b>\$ 27,798.70</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 103,689.21</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.750%	11.25	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 75,890.51	68.30	
MEDICAL INSURANCE (see below)		36,449.16	
<b>TOTAL INSURANCE COST</b>		<b>36,517.46</b>	<b>\$ 36,517.46</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 141,855.92</b>
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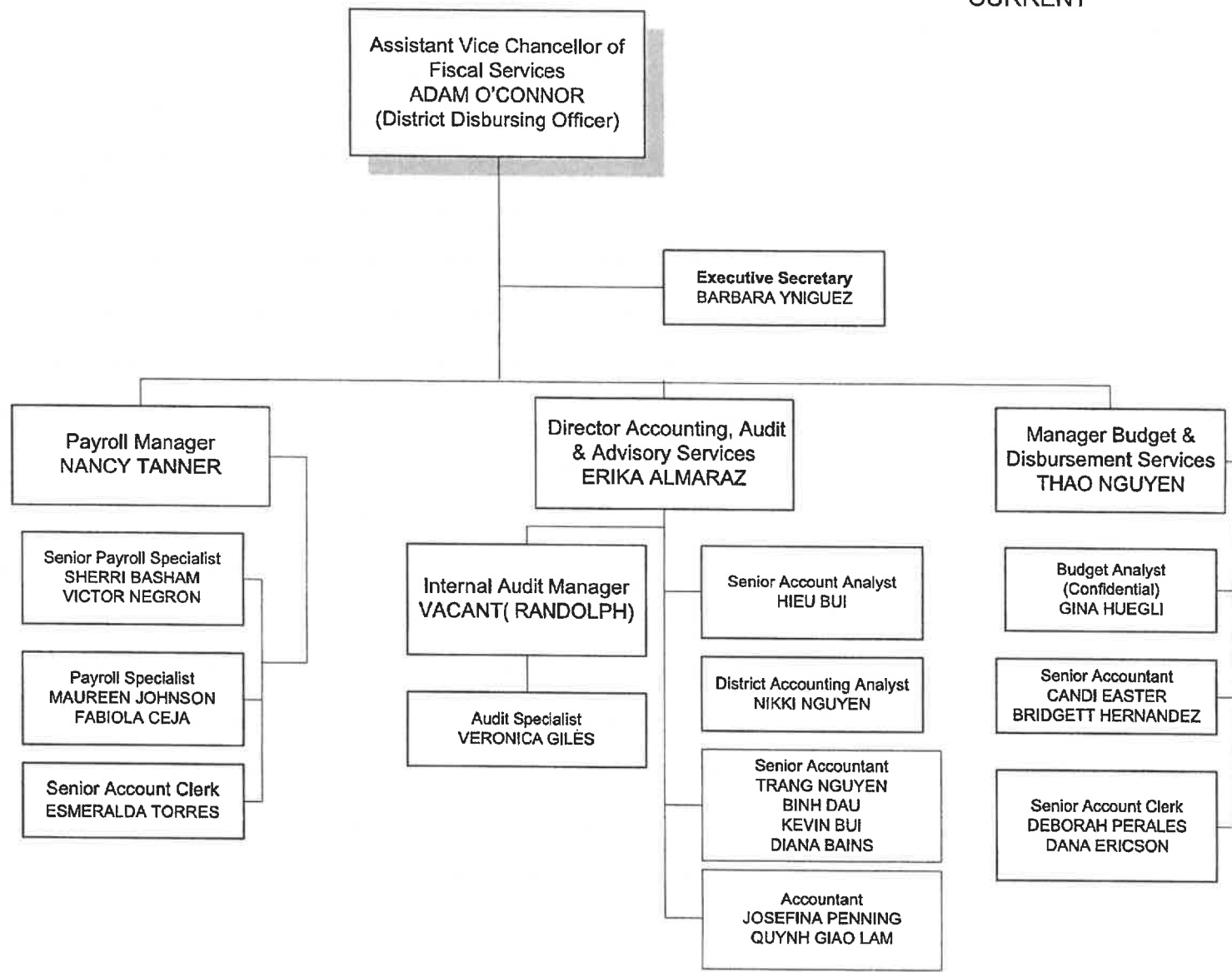
<b>BENEFITS =</b>	<b>\$ 65,965.41</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>86.92%</b>

<b>CSEA</b>	<b>Max</b>	<b>36,449.16</b>	<b>22,190.66</b>	<b>AVERAGE</b>
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

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

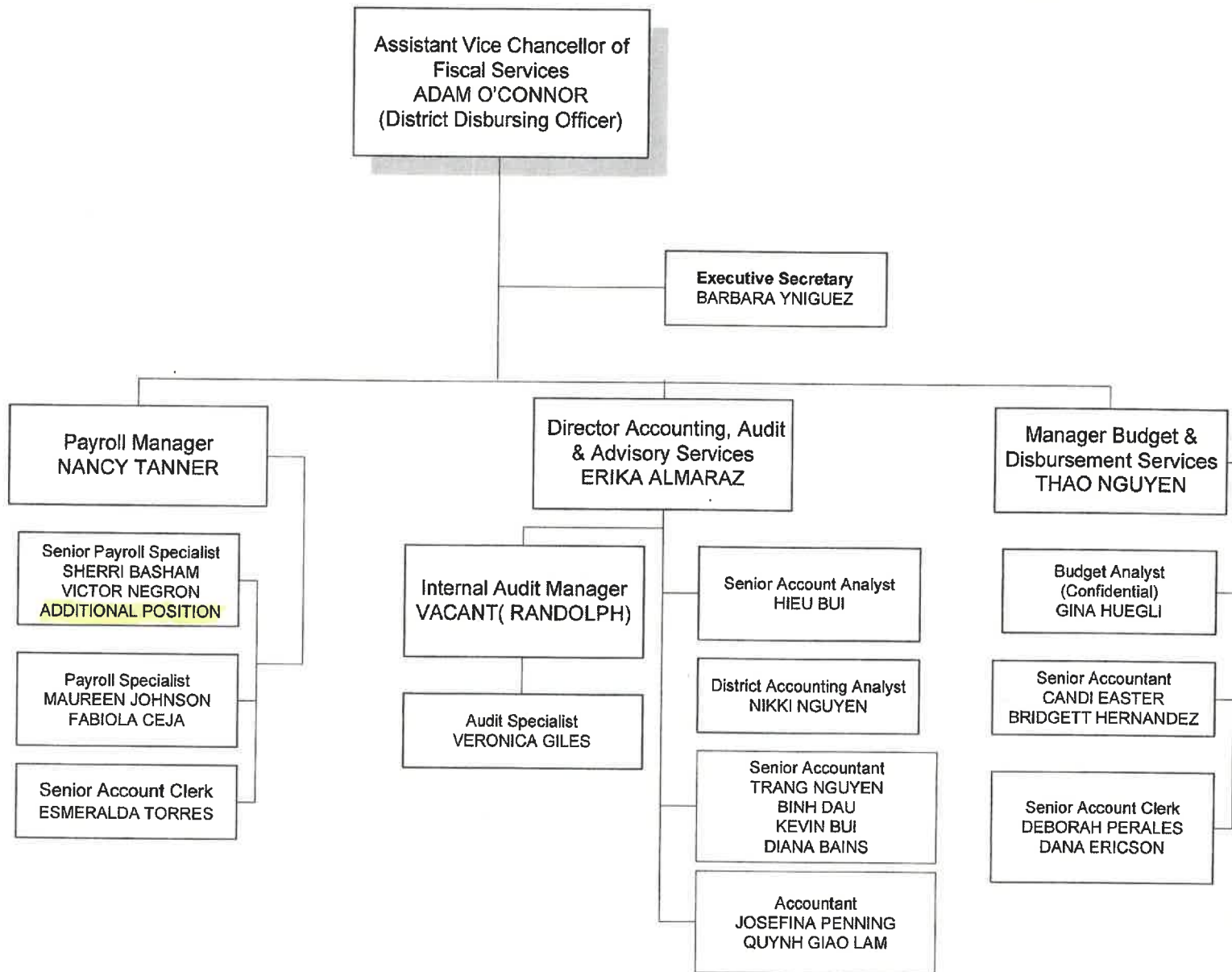
CURRENT





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

PROPOSED



**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** winter\_alistair@rscdd.edu

**Signature:** *Debra Gerard*

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** winter\_alistair@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

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

1370

Number # \_\_\_\_\_  
 Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office/ People and Culture/ Operations

Manager/Supervisor: Alistair Winter

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
	Two (2) x Senior P&C Business Partner (\$350,611.48)
	One (1) P&C Business Partner (\$127,255.97)

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ 477,867  
 Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): Colleges agreed to use one-time money for 23/24 (fund13)& add to the budget assumptions for 24/25  
 (Attach necessary budget change forms)

Reason for reorganization:

Due to the significant increased enrollment across the district, there has been significant increase in hiring, particularly with part-time faculty. These positions are required to supplement existing resources in HR to manage the growth.

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

No  Yes  If yes, please explain below.

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

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

Submitted by (District Cabinet Member): Alistair Winter Date: 10/5/2023

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date): <u>Adam O'Connor (Oct 5, 2023 17:45 PDT)</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>Marvin Martinez (Oct 30, 2023 12:44 PDT)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# RSCCD

# 2023-2024 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Senior P&C Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade L/Step 4	\$ 9,000.768	12	\$ 108,009.21

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PIERS	26.680%	28,816.86	
SOCIAL SECURITY	6.200%	6,696.57	
MEDICARE	1.450%	1,566.13	
UNEMPLOYMENT	0.050%	54.00	
WORKERS COMP	1.500%	1,620.14	
ACTIVE RET. INS. COST	0.750%	810.07	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 39,563.77</b>	<b>\$ 39,563.77</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 147,572.98</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.750%	24.90	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 3,650.34</b>	<b>\$ 3,650.34</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 108,009.21	97.21	
MEDICAL INSURANCE (see below)		23,985.21	
<b>TOTAL INSURANCE COST</b>		24,082.42	<b>\$ 24,082.42</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 175,305.74</b>
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BENEFITS =	\$ 67,296.53
BENEFIT COST AS A PERCENT OF CONTRACT =	62.31%

Admn., Superv/Mang. & Conf.	Max	41,555.88	23,985.21	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2023-2024 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	P&C Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
13 Step 4	\$ 6,301.570	12	\$ 75,618.83

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	20,175.10	
SOCIAL SECURITY	6.200%	4,688.37	
MEDICARE	1.450%	1,096.47	
UNEMPLOYMENT	0.050%	37.81	
WORKERS COMP	1.500%	1,134.28	
ACTIVE RET. INS. COST	0.750%	567.14	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 27,699.17</b>	<b>\$ 27,699.17</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 103,318.00</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.750%	11.25	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 75,618.83	68.06	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,258.72</b>	<b>\$ 22,258.72</b>

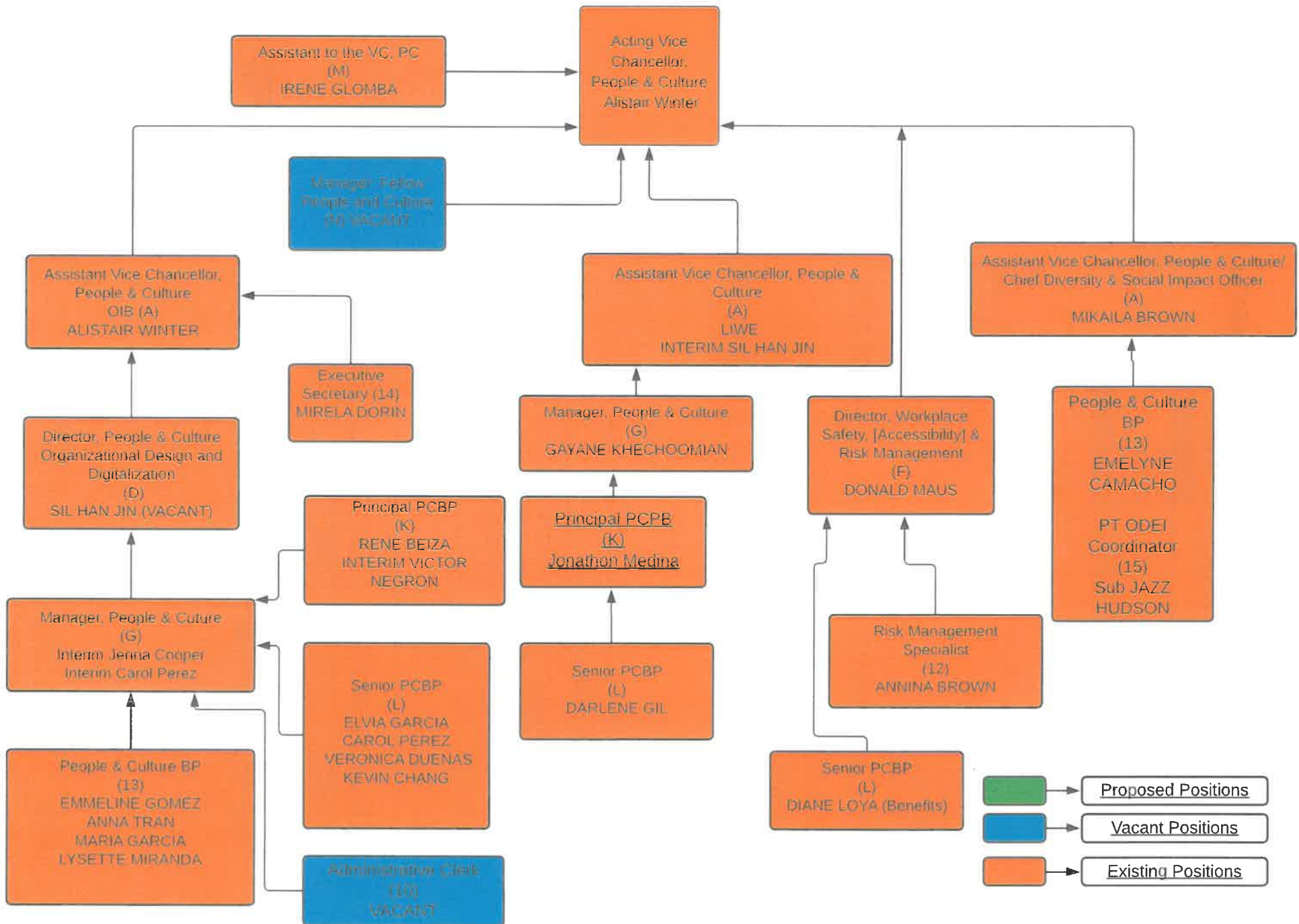
<b>TOTAL COST OF POSITION</b>	<b>\$ 127,225.97</b>
-------------------------------	----------------------

BENEFITS =	\$ 51,607.14
BENEFIT COST AS A PERCENT OF CONTRACT =	68.25%

CSEA	Max	36,449.16	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

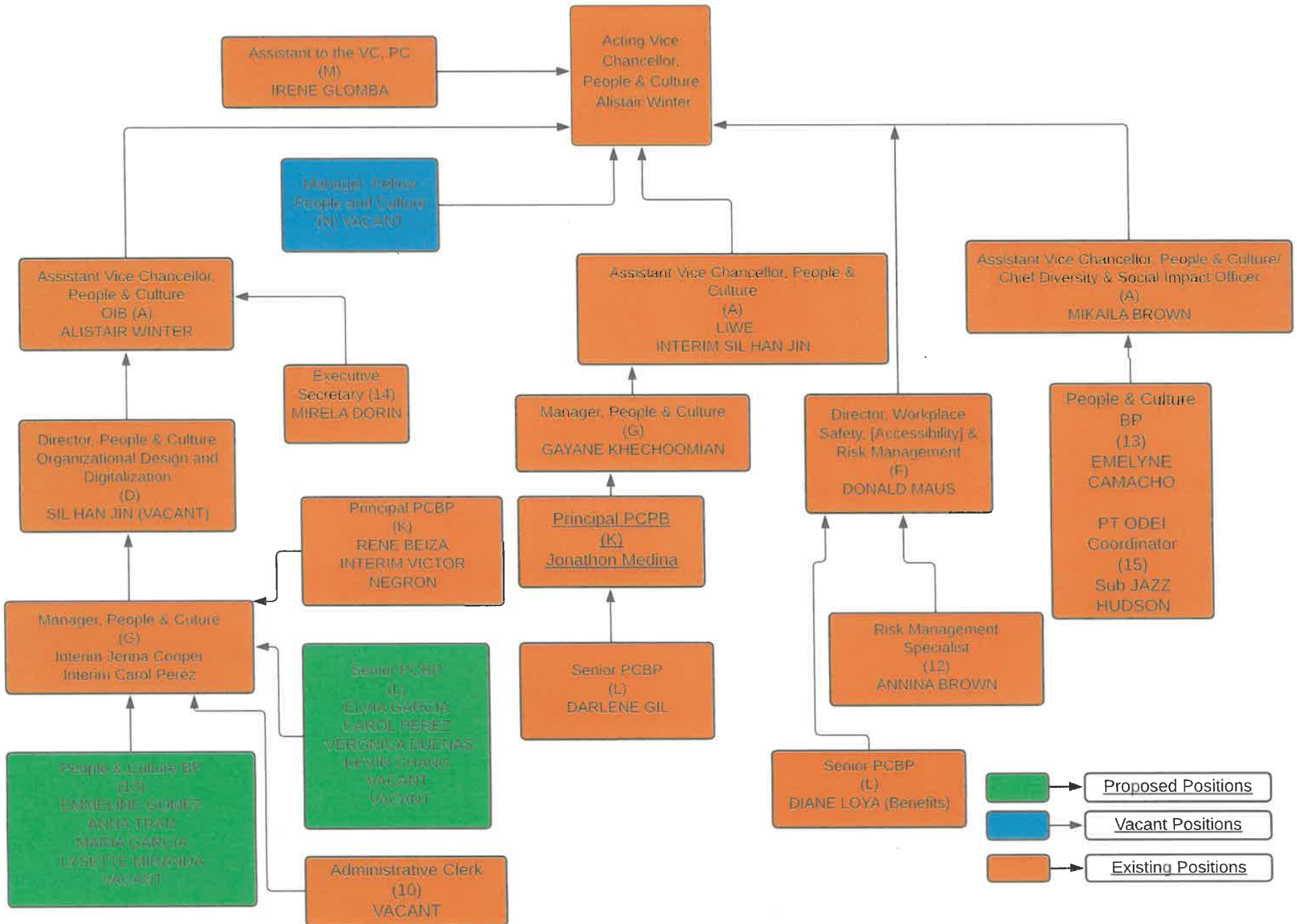
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE SS FOR H&W

# PEOPLE & CULTURE ORGANIZATION CHART (CURRENT)





# PEOPLE & CULTURE ORGANIZATION CHART (PROPOSED)



**Signature:** *Debra Gerard*

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** winter\_alistair@rscdd.edu

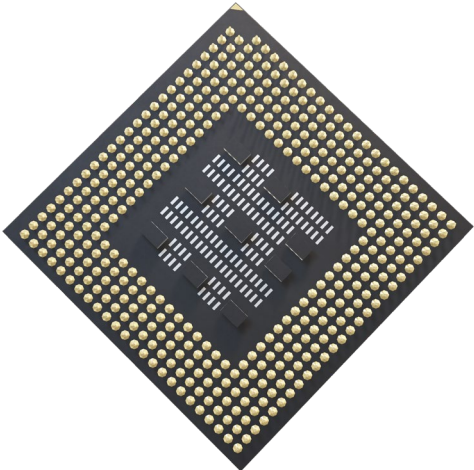




**Information  
Technology  
Services**



# ITS Annual Report



Fiscal year 2022-2023

July 1, 2022 to June 30, 2023



**SANTA ANA COLLEGE**



**Santiago Canyon College**

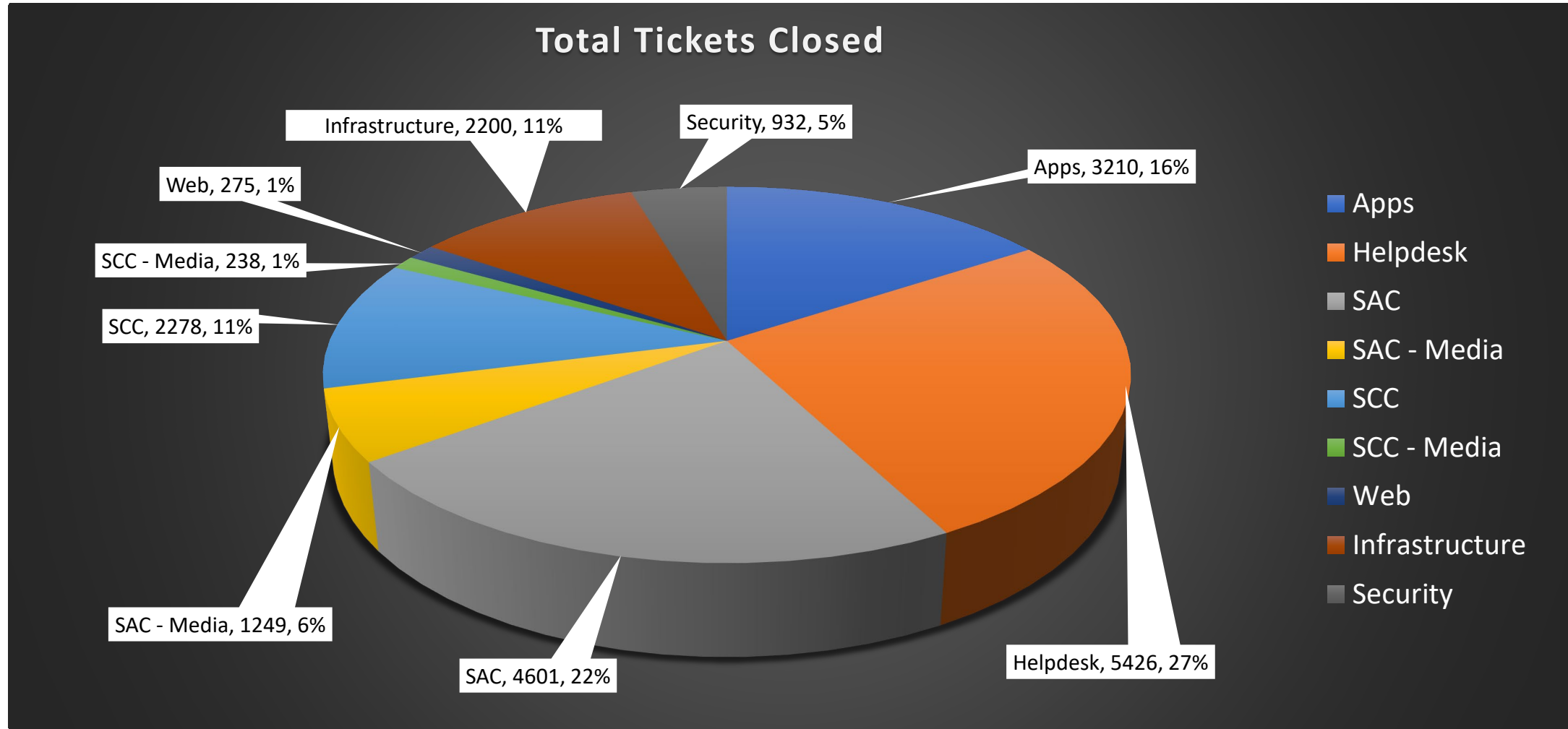
# ITS Workload At a Glance

- 20,409 Total Tickets Closed
- 868 Projects Completed
- 47 ITS Personnel:
  - 15 at SAC/CEC
    - 3 Media Team members
  - 7 at SCC/OEC
    - 1 Media Team member
  - 13 Enterprise Applications
  - 7 Districtwide Infrastructure
  - 3 Helpdesk (Only 1 Full Time Resource)
  - 1 Web
  - 1 Security
- Average Ticket closure of 36 Tickets Per ITS Resource per month
- Average of 72 projects completed per month



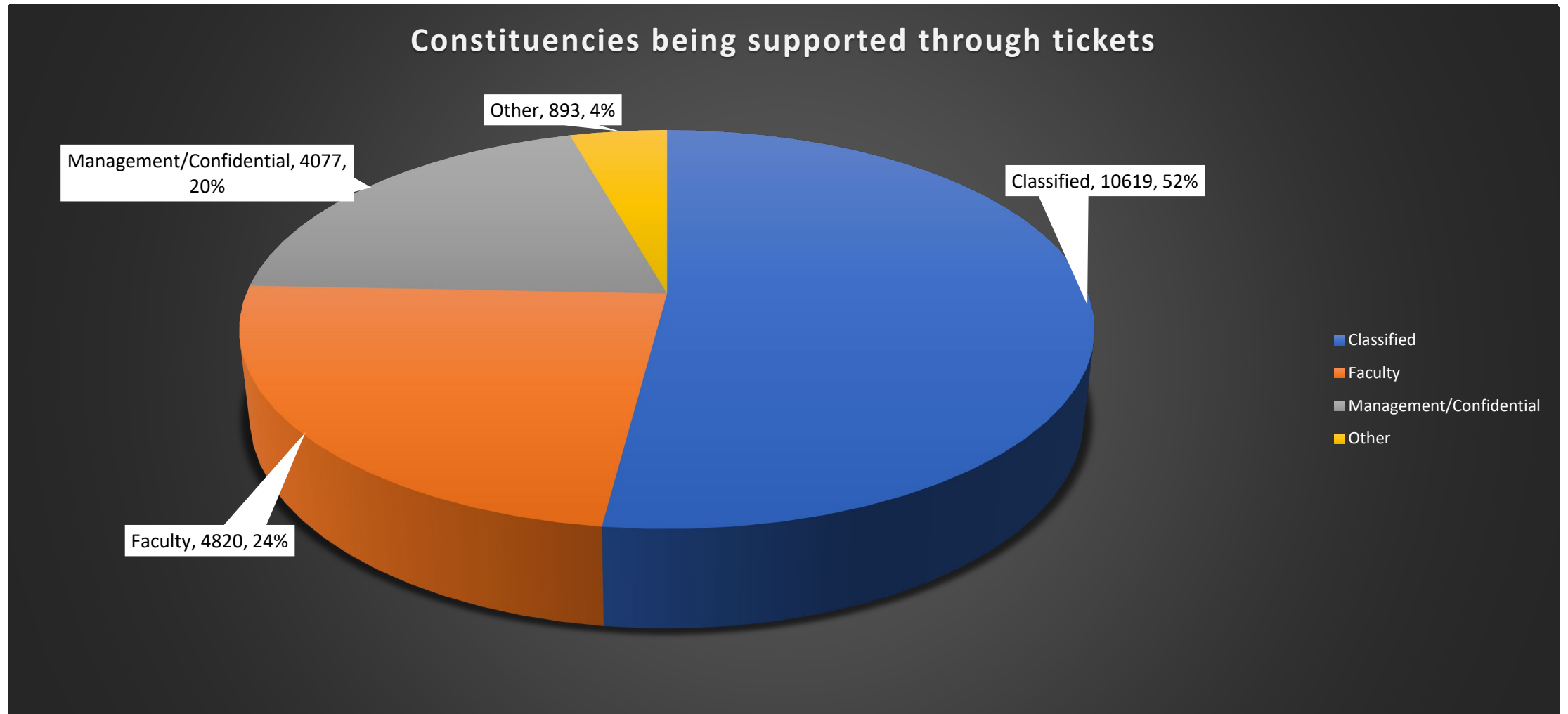
# All ITS Support

20,409 Total Tickets closed July 1, 2022, to June 30, 2023



# All ITS Support

20,409 Total Tickets closed July 1, 2022, to June 30, 2023



# Districtwide Initiatives from Technology Plan

- 29 Initiatives for 2022-2023

<u>Initiative ID #</u>	<u>District Wide Initiatives 2022-2023</u>	<u>Short Title</u>	<u>Districtwide Goal #</u>
22-23*01	Implement and improve technologies to support enrollment management	Improve Enrollment Management	21-22*3C
22-23*02	Support technology solutions that help improve efficiencies and automate manual processes	Improve Efficiency	21-22*5C
22-23*03	Online Education Initiative (OEI) Implementation	Implement OEI	21-22*1B
22-23*04	Improve overall data quality for reporting needs	Improve Data Quality	21-22*3B
22-23*05	Optimize student onboarding process	Optimize Student Onboarding	21-22*1C
22-23*06	Implement student case management solution with early alert and predictive analytics	Implement Student Case Mgmt	21-22*1C
22-23*07	Abide by technology replacement cycle for hardware	Utilize Hardware Replacement Cycles	21-22*2A
22-23*08	Refresh or replace end of life software	Utilize Software Replacement Cycles	21-22*4A
22-23*09	Provide technology to ensure students attain class resources and college information in a timely manner.	Help students attain timely information and resources	21-22*1A
22-23*10	Expand use of APIs for system integrations	Expand API use	21-22*5C
22-23*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	Support students in participatory governance	21-22*5B
22-23*12	Implement technology that improves Self-Service usability and capabilities	Improve Self-Service	21-22*1A
22-23*13	Support library technology implementations including Touchnet Integration and EZ Proxy	Implement ILS integrations	21-22*5C
22-23*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Expand SSO	21-22*4C
22-23*15	Support and improve web Content Management System (CMS)	Improve CMS	21-22*5C
22-23*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	Deploy SCCM, JAMF	21-22*5C



# Districtwide Initiatives from Technology Plan (Cont'd)

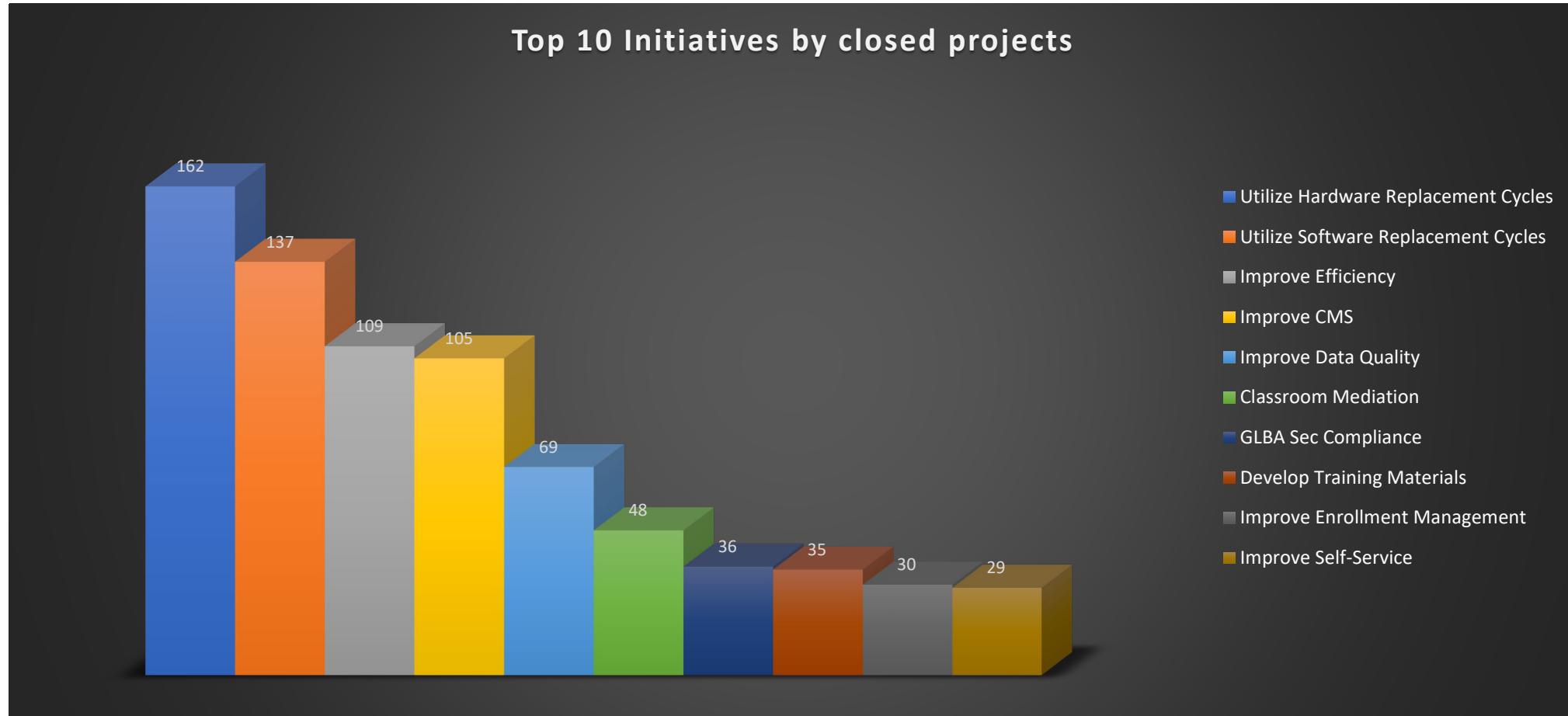
- 29 Initiatives for 2022-2023

<u>Initiative ID #</u>	<u>District Wide Initiatives 2022-2023</u>	<u>Short Title</u>	<u>Districtwide Goal #</u>
22-23*17	Implement and improve technologies that help ITS provide better support	Improve ITS Service Delivery	21-22*5A
22-23*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Deploy GP supporting tech	21-22*1C
22-23*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	GLBA Sec Compliance	21-22*4A
22-23*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Support DR and BC	21-22*4B
22-23*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Develop SOPs	21-22*2D
22-23*22	Support technology solutions that help facility construction projects	Support Construction Projects	21-22*5C
22-23*23	Improve district website mobile experience, update website's design and improve web platform stability	Improve Web Experience	21-22*1D
22-23*24	Standardize and upgrade classroom mediation systems	Classroom Mediation	21-22*2B
22-23*25	Provide business process documentation for districtwide technology solutions	Provide Business Process Documentation	21-22*2C
22-23*26	Develop training materials and schedule training sessions for districtwide technology solutions	Develop Training Materials	21-22*5B
22-23*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	Support ADA compliance	21-22*5D
22-23*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	Foster Off the Shelf Product Adoption	21-22*5C
22-23*29	Deploy technologies required to support student and employee needs as a result of the pandemic	Technology support due to Pandemic	21-22*5C

# All ITS Projects

868 Projects completed July 1, 2022 to June 30, 2023

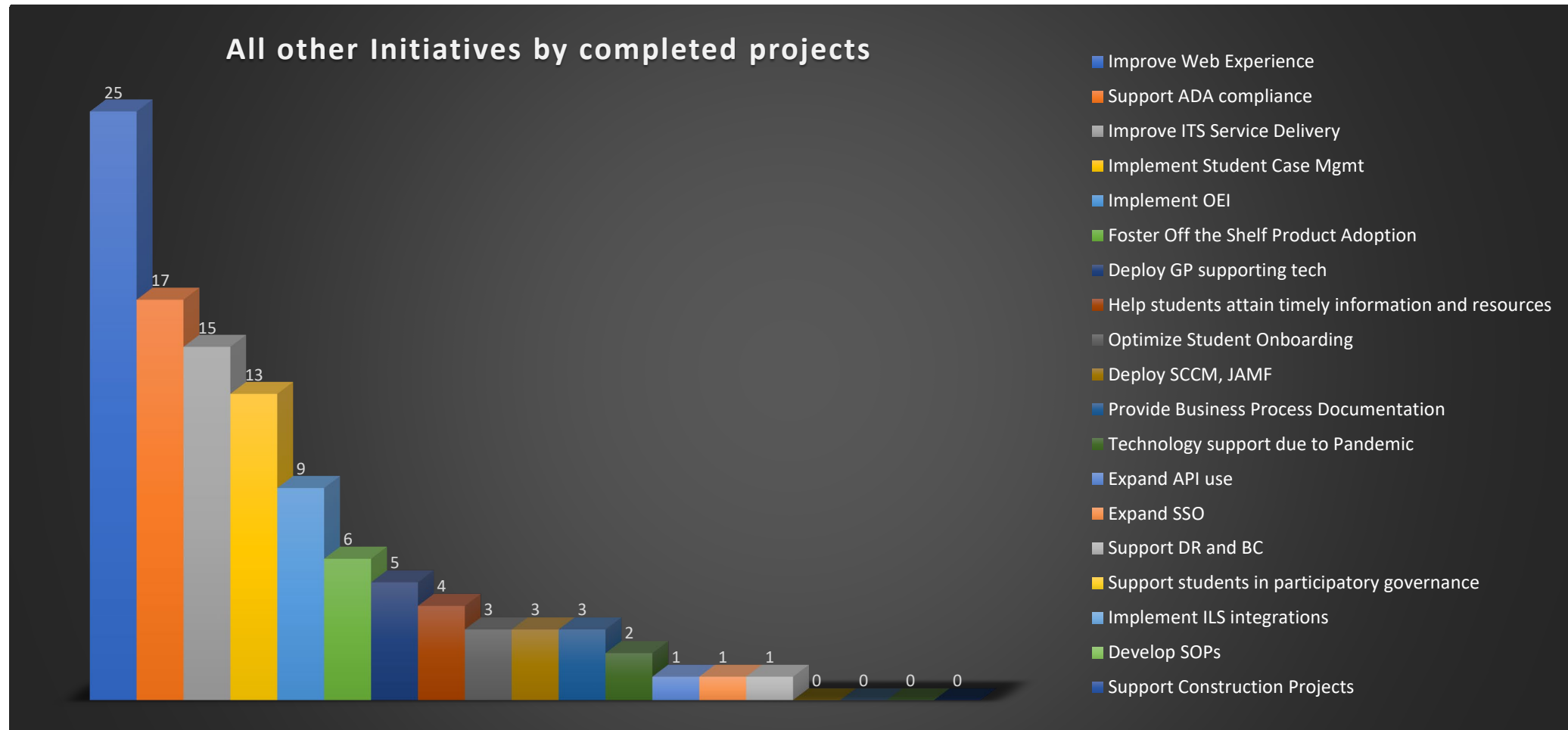
Top 10 Initiatives – 760 Projects



# All ITS Projects – 868

868 Projects completed July 1, 2022 to June 30, 2023

All other Initiatives by completed projects - 108 Projects





# All ITS Projects

868 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*01	Implement and improve technologies to support enrollment management	III.C.1	21-22*3C	30
22-23*02	Support technology solutions that help improve efficiencies and automate manual processes	III.C.1	21-22*5C	109
22-23*03	Online Education Initiative (OEI) Implementation	III.C.1	21-22*1B	9
22-23*04	Improve overall data quality for reporting needs	III.C.4	21-22*3B	69
22-23*05	Optimize student onboarding process	III.C.1, III.C.4	21-22*1C	3
22-23*06	Implement student case management solution with early alert and predictive analytics	III.C.1, III.C.4	21-22*1C	13
22-23*07	Abide by technology replacement cycle for hardware	III.C.2	21-22*2A	162
22-23*08	Refresh or replace end of life software	III.C.3	21-22*4A	137
22-23*09	Provide technology to ensure students attain class resources and college information in a timely manner.	III.C.1, III.C.2	21-22*1A	4
22-23*10	Expand use of APIs for system integrations	III.C.1	21-22*5C	1

# All ITS Projects

868 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	III.C.4	21-22*5B	0
22-23*12	Implement technology that improves Self-Service usability and capabilities	III.C.1, III.C.2	21-22*1A	29
22-23*13	Support library technology implementations including Touchnet Integration and EZ Proxy	III.C.3	21-22*5C	0
22-23*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	III.C.3	21-22*4C	1
22-23*15	Support and improve web Content Management System (CMS)	III.C.1	21-22*5C	105
22-23*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	III.C.1	21-22*5C	3
22-23*17	Implement and improve technologies that help ITS provide better support	III.C.4	21-22*5A	15
22-23*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	III.C.1, III.C.4	21-22*1C	5
22-23*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	III.C.3	21-22*4A	36
22-23*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	III.C.3	21-22*4B	1

# All ITS Projects

868 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	III.C.4	21-22*2D	0
22-23*22	Support technology solutions that help facility construction projects	III.C.1	21-22*5C	0
22-23*23	Improve district website mobile experience, update website's design and improve web platform stability	III.C.4	21-22*1D	25
22-23*24	Standardize and upgrade classroom mediation systems	III.C.1	21-22*2B	48
22-23*25	Provide business process documentation for districtwide technology solutions	III.C.5	21-22*2C	3
22-23*26	Develop training materials and schedule training sessions for districtwide technology solutions	III.C.4	21-22*5B	35
22-23*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	III.C.3	21-22*5D	17
22-23*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	III.C.1	21-22*5C	6
22-23*29	Deploy technologies required to support student and employee needs as a result of the pandemic	III.C.1	21-22*5C	2

# ITS Teams

## The Rancho Santiago CCD House Analogy:



- Enterprise Applications (Interior Decor)
- Infrastructure (Plumbing, Electricity, Security)
- Helpdesk (Customer Service)
- SAC: (Maintenance)
- SCC: (Maintenance)
- Web: (Exterior decor)

# Enterprise Applications

Adam Howard,  
Director, Enterprise Applications Services

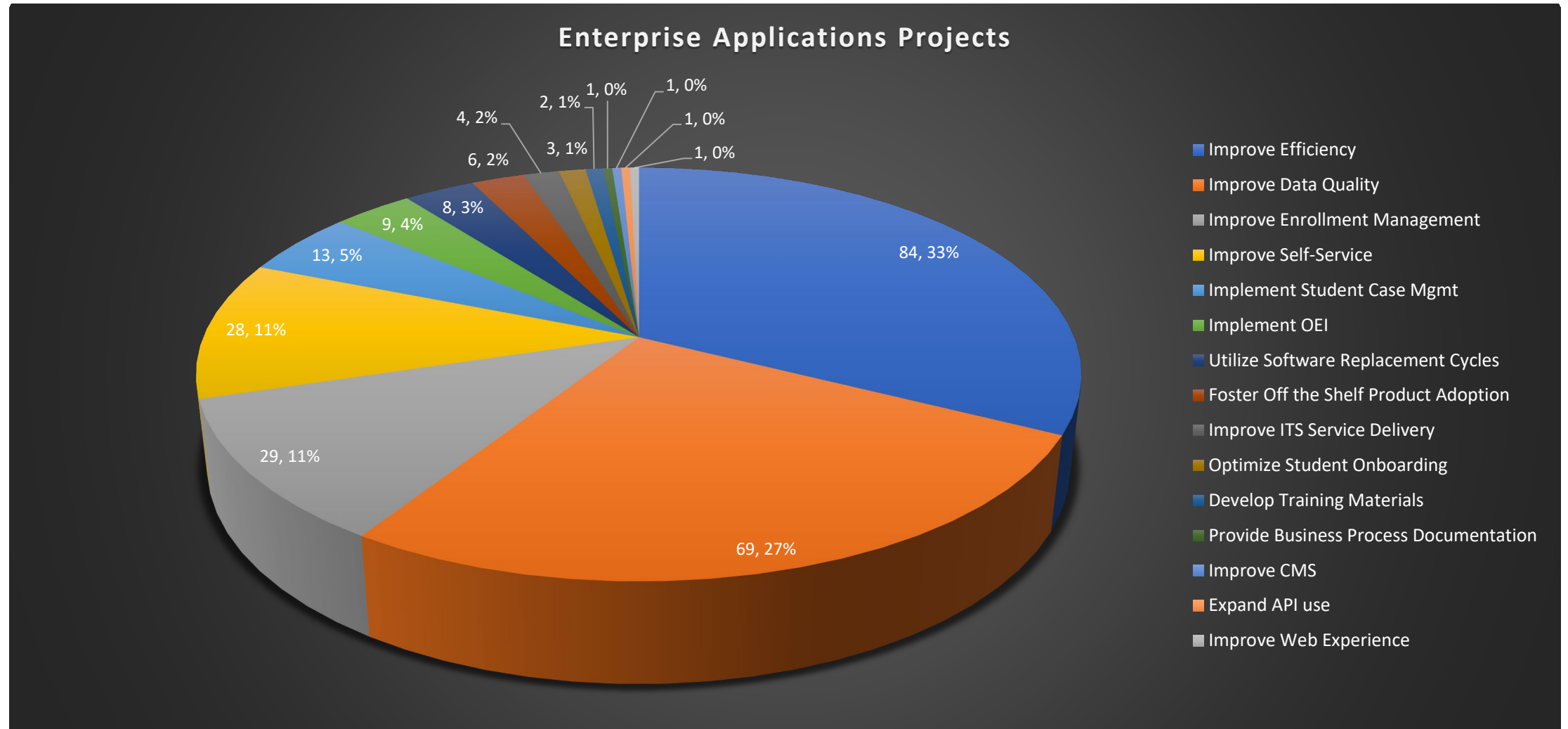


- Manage ERP/SIS (Colleague, Web Advisor, Self Service)
- Manage LMS (Canvas)
- Manage system integrations and districtwide applications
- Manage State and internal reporting (MIS, Online report repository, EMT)



# Enterprise Applications Projects

259 Total Projects completed July 1, 2022 to June 30, 2023



# Enterprise Applications Projects

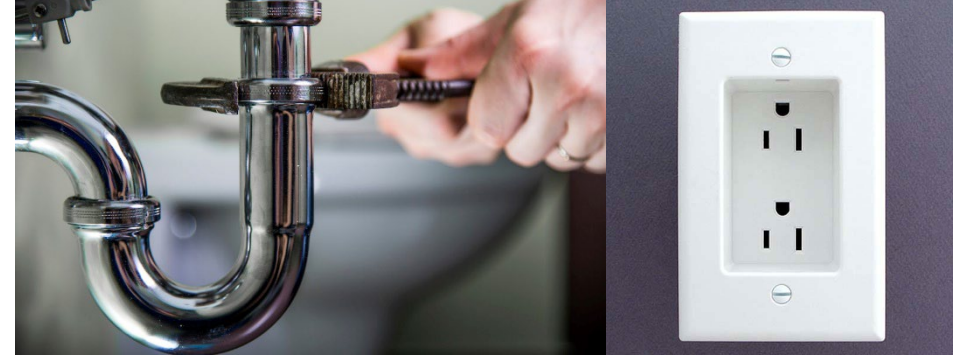
259 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*01	Improve Enrollment Management	III.C.1	21-22*3C	29
22-23*02	Improve Efficiency	III.C.1	21-22*5C	84
22-23*03	Implement OEI	III.C.1	21-22*1B	9
22-23*04	Improve Data Quality	III.C.4	21-22*3B	69
22-23*05	Optimize Student Onboarding	III.C.1, III.C.4	21-22*1C	3
22-23*06	Implement Student Case Mgmt	III.C.1, III.C.4	21-22*1C	13
22-23*08	Utilize Software Replacement Cycles	III.C.3	21-22*4A	8
22-23*10	Expand API use	III.C.1	21-22*5C	1
22-23*12	Improve Self-Service	III.C.1, III.C.2	21-22*1A	28
22-23*15	Improve CMS	III.C.1	21-22*5C	1
22-23*17	Improve ITS Service Delivery	III.C.4	21-22*5A	4
22-23*23	Improve Web Experience	III.C.4	21-22*1D	1
22-23*25	Provide Business Process Documentation	III.C.5	21-22*2C	1
22-23*26	Develop Training Materials	III.C.4	21-22*5B	2
22-23*28	Foster Off the Shelf Product Adoption	III.C.1	21-22*5C	6

# Districtwide Infrastructure

Dane Clacken, Director Technology Infrastructure and Support Services

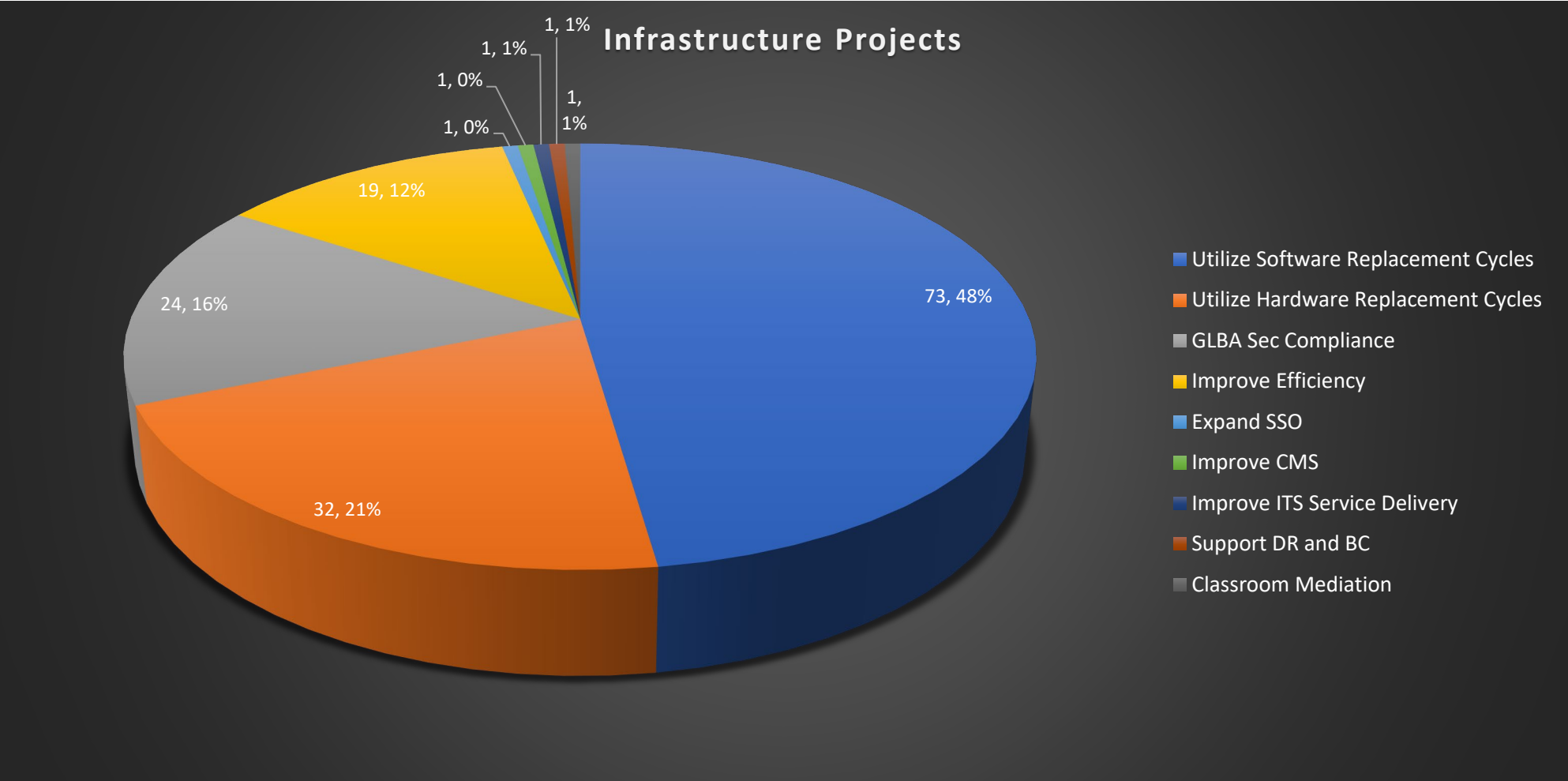
- Manage wired and wi-fi networks
- Host and manage enterprise servers and storage
- Manage telecommunications and data backups
- Oversee cybersecurity





# Districtwide Infrastructure Projects

153 Total Projects completed July 1, 2022 to June 30, 2023



# Districtwide Infrastructure Projects

153 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*02	Improve Efficiency	III.C.1	21-22*5C	19
22-23*07	Utilize Hardware Replacement Cycles	III.C.2	21-22*2A	32
22-23*08	Utilize Software Replacement Cycles	III.C.3	21-22*4A	73
22-23*14	Expand SSO	III.C.3	21-22*4C	1
22-23*15	Improve CMS	III.C.1	21-22*5C	1
22-23*17	Improve ITS Service Delivery	III.C.4	21-22*5A	1
22-23*19	GLBA Sec Compliance	III.C.3	21-22*4A	24
22-23*20	Support DR and BC	III.C.3	21-22*4B	1
22-23*24	Classroom Mediation	III.C.1	21-22*2B	1

# Helpdesk Team

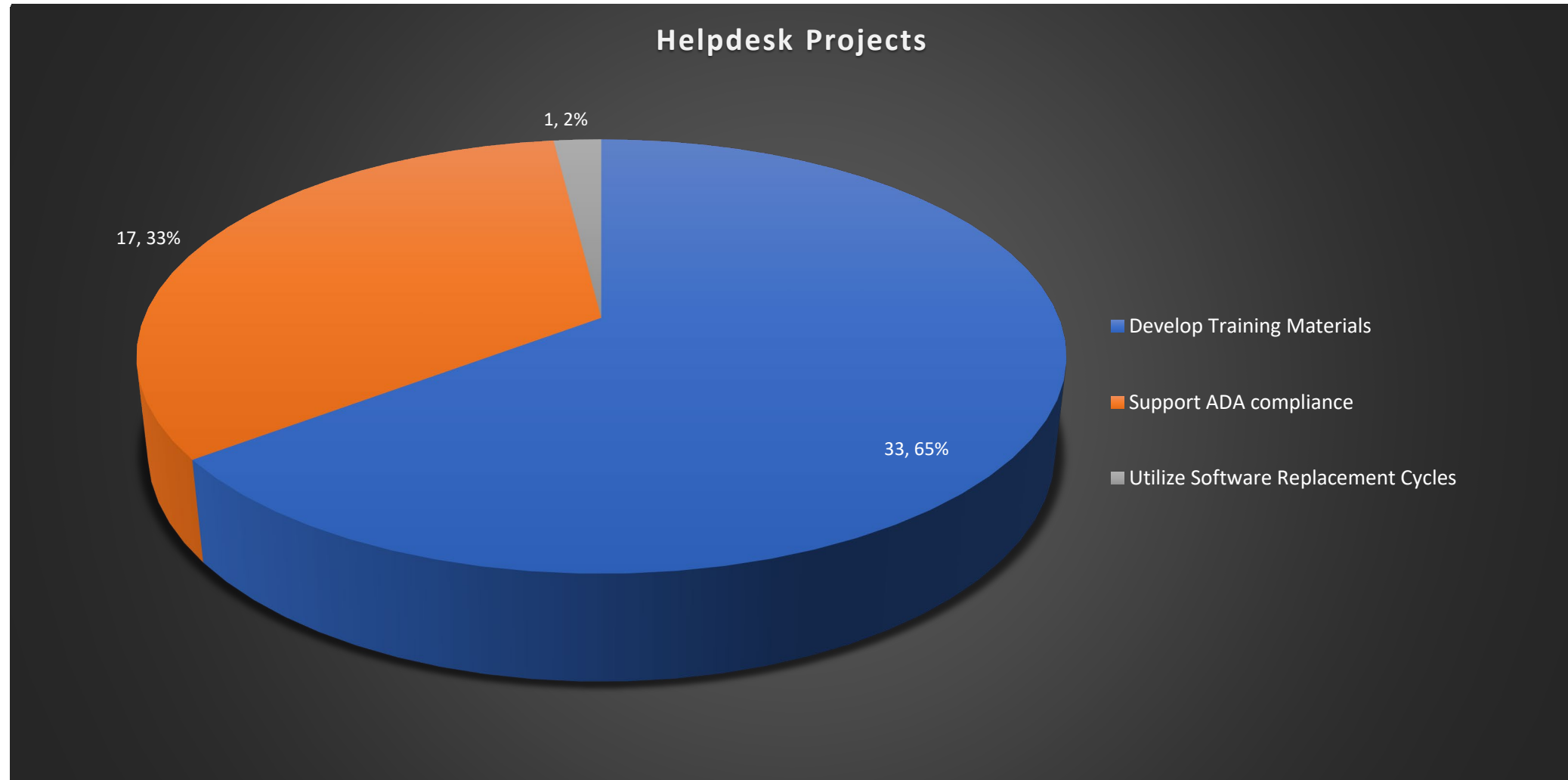
Dane Clacken, Director Technology Infrastructure and Support Services



- Serve as central point of contact for all technical issues and requests
- Distribute and assign work to appropriate ITS team members
- Provide first level technical support

# Helpdesk Team Projects

51 Total Projects completed July 1, 2022 to June 30, 2023



# Helpdesk Team Projects

51 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*08	Utilize Software Replacement Cycles	III.C.4	21-22*5B	1
22-23*26	Develop Training Materials	III.C.4	21-22*5B	33
22-23*27	Support ADA compliance	III.C.3	21-22*5D	17

# SAC Team

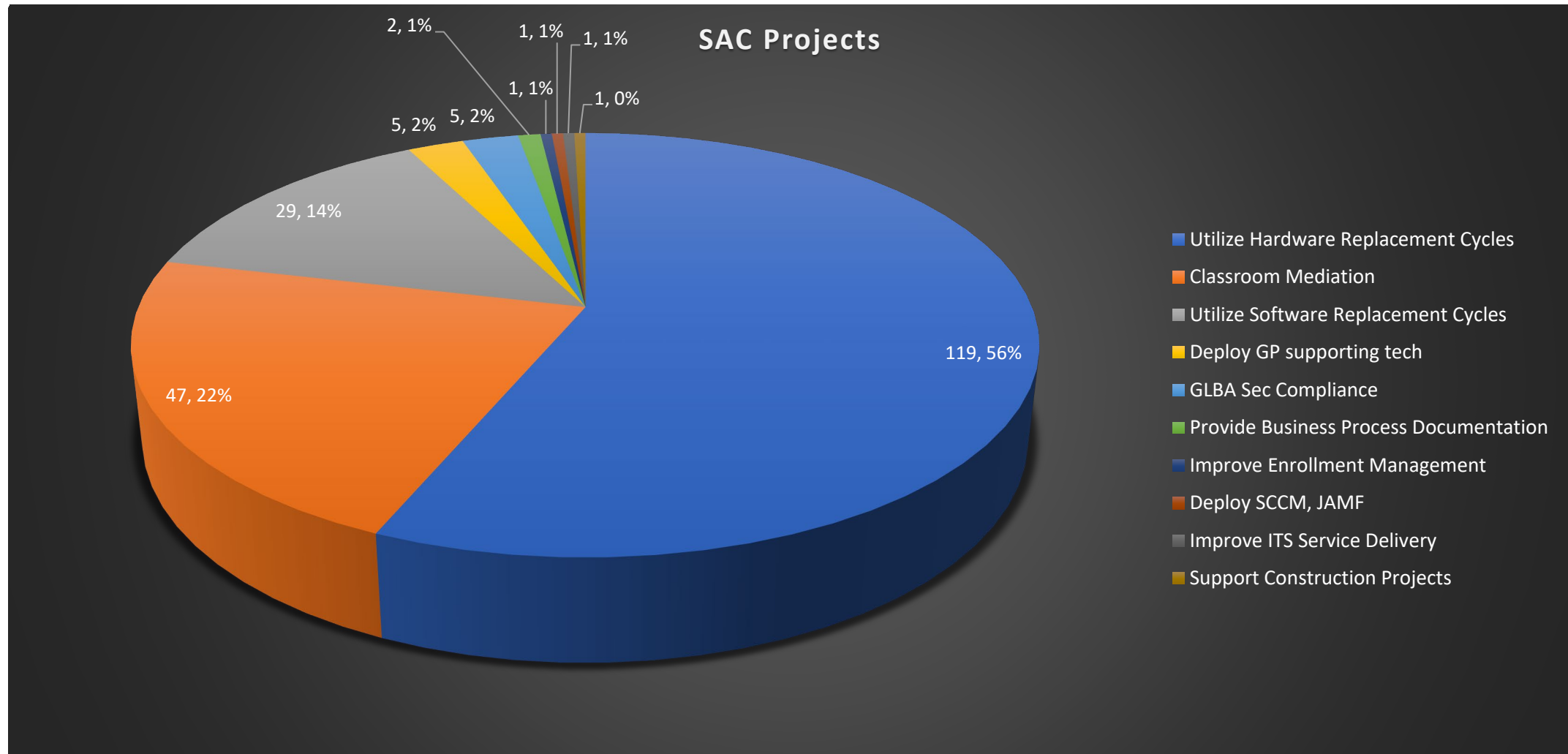
Ron Gonzalves, Director Academic and End User Support Services

- Provide technical support for classrooms and offices for all SAC locations
- Manage instructional servers
- Maintain computer inventory



# SAC Team Projects

211 Total Projects completed July 1, 2022 to June 30, 2023



# SAC Team Projects

211 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*01	Improve Enrollment Management	III.C.1	21-22*3C	1
22-23*07	Utilize Hardware Replacement Cycles	III.C.2	21-22*2A	119
22-23*08	Utilize Software Replacement Cycles	III.C.3	21-22*4A	29
22-23*16	Deploy SCCM, JAMF	III.C.1	21-22*5C	1
22-23*17	Improve ITS Service Delivery	III.C.1	21-22*5C	1
22-23*18	Deploy GP supporting tech	III.C.4	21-22*5A	5
22-23*19	GLBA Sec Compliance	III.C.3	21-22*4A	5
22-23*22	Support Construction Projects	III.C.1	21-22*5C	1
22-23*24	Classroom Mediation	III.C.5	21-22*2C	47
22-23*25	Provide Business Process Documentation	III.C.4	21-22*5B	2



# SCC Team

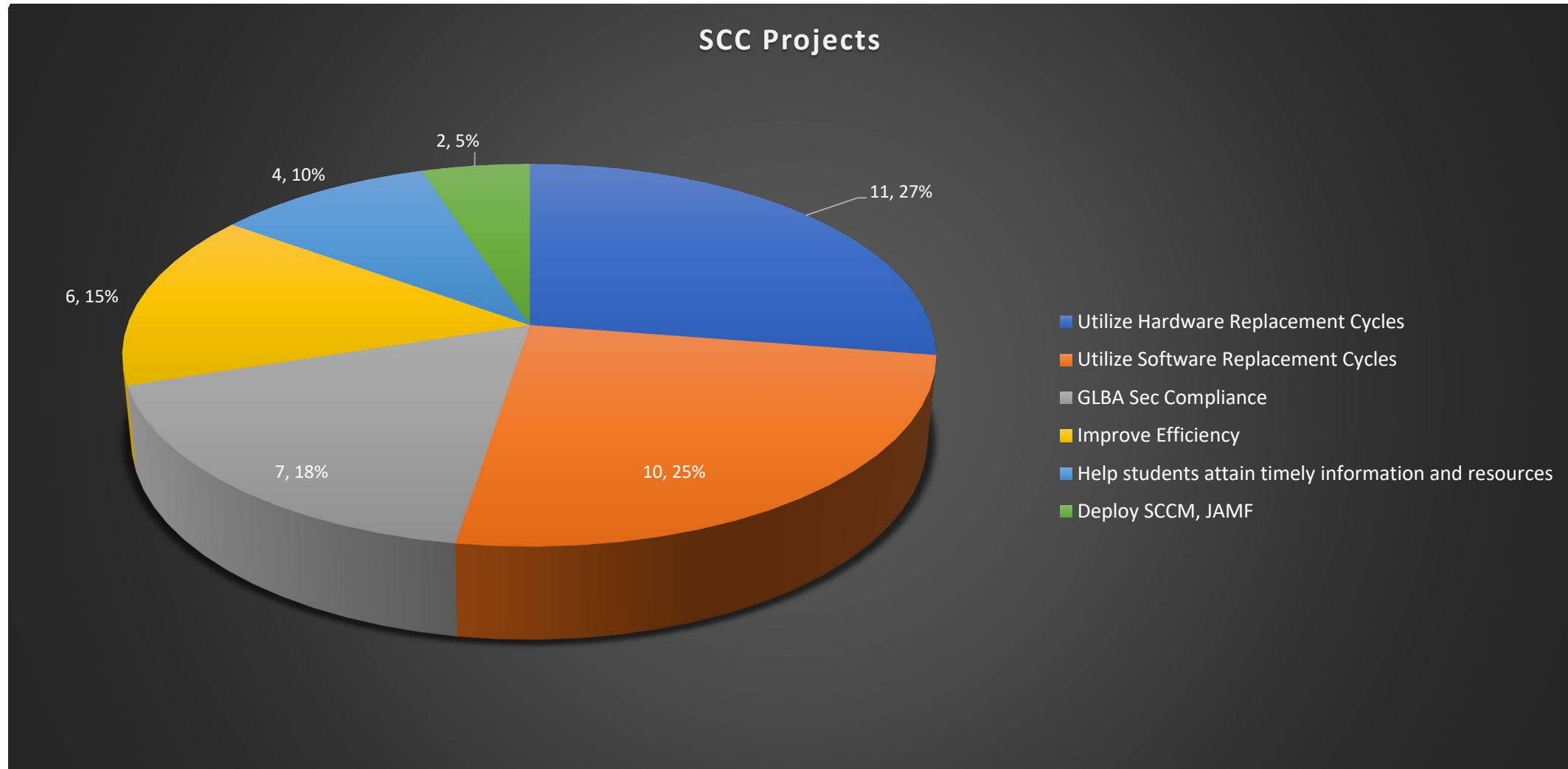
Kimberly Perna, Director Academic and End User Support Services

- Provide technical support for classrooms and offices for all SCC locations
- Manage instructional servers
- Maintain computer inventory



# SCC Team Projects

40 Total Projects completed July 1, 2022 to June 30, 2023



# SCC Team Projects

40 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*02	Improve Efficiency	III.C.2	21-22*2A	6
22-23*07	Utilize Hardware Replacement Cycles	III.C.2	21-22*2A	11
22-23*08	Utilize Software Replacement Cycles	III.C.3	21-22*4A	10
22-23*09	Help students attain timely information and resources	III.C.1, III.C.2	21-22*1A	4
22-23*16	Deploy SCCM, JAMF	III.C.1	21-22*5C	2
22-23*19	GLBA Sec Compliance	III.C.3	21-22*4A	7

# Web Team

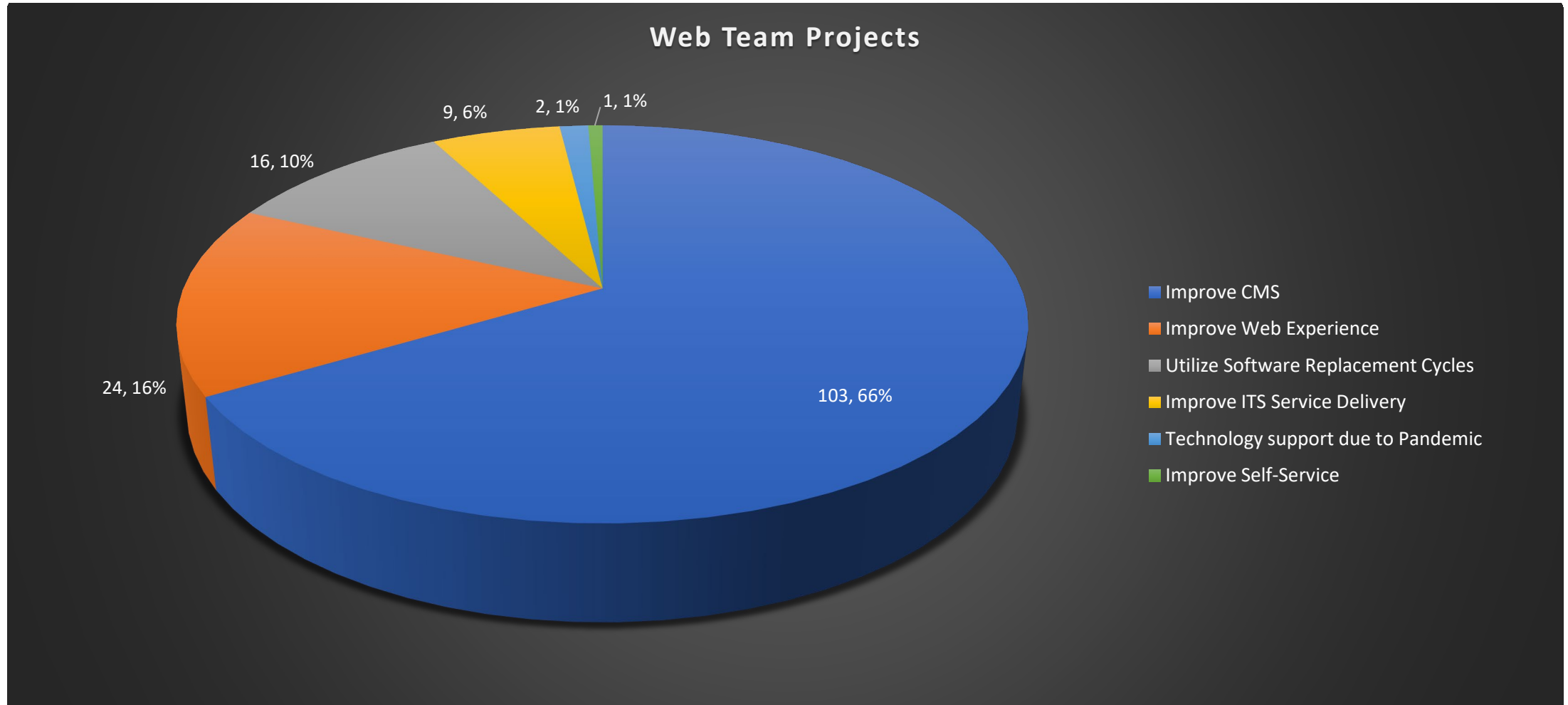
Kimberly Perna, Director Academic and End User Support Services



- Maintain all public institutional websites: [rscdd.edu](http://rscdd.edu), [sac.edu](http://sac.edu), [sccollege.edu](http://sccollege.edu)
- Maintain intranet and other internal websites
- Oversee website accessibility, coordinate branding with Marketing teams

# Web Team Projects

155 Total Projects completed July 1, 2022 to June 30, 2023



# Web Team Projects

31 Total Projects completed July 1, 2022 to June 30, 2023

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
22-23*08	Utilize Software Replacement Cycles	III.C.3	21-22*4A	16
22-23*12	Improve Self-Service	III.C.1, III.C.2	21-22*1A	1
22-23*15	Improve CMS	III.C.1	21-22*5C	103
22-23*17	Improve ITS Service Delivery	III.C.4	21-22*5A	9
22-23*23	Improve Web Experience	III.C.4	21-22*1D	24
22-23*29	Technology support due to Pandemic	III.C.1	21-22*5C	2