



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

March 1, 2021

2:00 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/94409508530>

669-900-6833 / 944 0950 8530

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

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

Agenda

- | | |
|---|---|
| 1. Chancellor's Update | Martinez |
| 2. Approval of Minutes - ACTION
a. January 25, 2021 Meeting | Martinez |
| 3. Approval of 2021-2022 Tentative Budget Assumptions – ACTION | O'Connor |
| 4. Administrative Regulation - ACTION
a. AR 7131 – Salary Placement for Management Personnel and Classified Bargaining Unit Employees | Winter |
| 5. Reorganization – ACTION
a. Reorg #1214 – DO/Facility Planning | Winter |
| 6. Committee Reports – INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Winter/Estevez
O'Connor
O'Connor
Gonzalez |
| 7. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate – SCC
c. Classified Staff
d. Student Government – SAC
e. Student Government – SCC | Shahbazian
Rutan
Martin
Renteria
Gardner |
| 8. Other | |

Next Meeting: March 29, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

January 25, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Tracie Green	Absent
	Alistair Winter	Present
	Jean Estevez	Present
	Adam O'Connor	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Monica Renteria	Present
	Henry Gardner	Present
Guests:		
	Sarah Santoyo	
	Narges Rabii-Rakin	
	Kennethia Vega	
	Elvia Garcia	

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:03 p.m.

1. Chancellor's Update

- a. Chancellor Martinez reported it is anticipated that Governor Newsom would lift the stay at home order tomorrow. Each county will have jurisdiction over their own restrictions. Human Resources will be sending communication to all district employees about the limitations while in the purple tier status.
- b. Chancellor Martinez shared that the frequency of board committee meetings (Facilities, Institutional Effectiveness, Policy and Legislative) will increase. A master calendar of board meetings and board committee meetings is being developed and will be sent to District Council members.
- c. It was announced that the CCLC Virtual Legislative Conference is being held today and tomorrow.

2. Approval of Minutes

- a. It was moved by Mr. Shahbazian, seconded by Mr. O'Connor and, by roll call vote, carried unanimously to approve the minutes of the December 7, 2020 meeting with one minor correction.

3. Budget Update

- a. Vice Chancellor O'Connor presented an overview of the 2021-2022 budget which was shared with the Board of Trustees at the January 11, 2021 meeting. This presentation will be posted as "Additional Handouts" on the District Council webpage: <https://rscgd.edu/Discover-RSCGD/Pages/District-Council.aspx>
- b. Vice Chancellor Perez provided an update on the right sizing analysis being prepared by an outside consultant.

4. New District Services Costs

- a. Vice Chancellor Perez presented a recommended increase by the Planning and Organizational Effectiveness Committee (POE) to the district services budget relating to the management of the Digital Media Center. Assistant Vice Chancellor Santoyo provided historical data, explanation of needs and budget information. Discussion ensued. It was moved by Mr. Vargas, seconded by Dr. Flores and, by roll call vote, carried unanimously with a nay vote from Mr. Shahbazian to approve the reorganization and increased district services costs.
- b. Vice Chancellor Perez presented a recommended increase by POE to the district services budget relating to the office of Diversity, Equity and Inclusion (OEDI). Chief Advisor on Academic and Diversity Program Narges Rabii Rakin shared information relating to the work of the OEDI. Discussion ensued. It was moved by Ms. Edwards, seconded by Mr. Shahbazian and, by roll call vote, carried to approve the increased district services costs. The vote was 11 yes (O'Connor, Perez, Estevez, Flores, Vargas, Gonzalez, Shahbazian, Hoang, Nakagami, Renteria and Gardner); 4 nay (Zarske, Taylor, Rutan, Martin); and one abstention (Edwards).

Ms. Edwards left the meeting at this time.

5. Revised Job Descriptions

- a. Vice Chancellor Perez presented an updated job description for Vice Chancellor, Business Services to be used in the recruitment of this position. Discussion ensued. It was recommended by Ms. Estevez to make a minor change in the "Education" requirements. It was moved by Mr. Rutan, seconded by Mr. Winter and, by roll call vote, carried unanimously to approve the updated job description.
- b. Vice Chancellor Perez presented an updated job description for Vice Chancellor, Human Resources to be used in recruitment of this position. Ms. Estevez presented recommended changes to the job description that was distributed with the agenda. Discussion ensued. It was moved by Mr. Perez, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve the updated job description.

6. District Council

- a. After review by District Council members of the draft 2020-2022 goals which were carried over from the December meeting, it was moved by Mr. Rutan, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve the goals. The goals will be distributed to District Council members as a part of the minutes.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the January 13, 2021 meeting.
- b. Human Resources Committee (HRC)
Assistant Vice Chancellor Winter and Interim Assistant Vice Chancellor Estevez reported on the January 13, 2021 meeting and noted that the next meeting will be held on February 10, 2021.
- c. Fiscal Resources Committee (FRC)
Interim Vice Chancellor O'Connor reported on the January 13, 2021 meeting and noted that the next meeting will be held on February 17, 2021.
- d. Physical Resources Committee (PRC)
Mr. O'Connor reported there that the next meeting will be held on March 3, 2021.
- e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez that the next meeting will be held on February 4, 2020.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Roy Shahbazian reported on the activities of the Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate.
- c. CSEA: Ms. Martin reported on the activities of CSEA 579 and expressed appreciation for the communication from Human Resources on what the purple tier means relative to the work place.
- d. Student Government/SAC: Ms. Monica Renteria reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Henry Gardner reported on the activities of the SCC ASG.

9. Adjusted Time for District Council Meetings

- a. Chancellor Martinez requested that future District Council meetings begin earlier to accommodate the Board Facilities Committee meetings which convene at 3:30 p.m. on the same day. It was agreed that District Council meetings going forward will be held from 1:30 p.m. to 3:30 p.m.

10. Next Meeting: The next meeting will be held on Monday, March 1, 2021.

Meeting Adjourned: 5:00 p.m.

Approved: March 1, 2021

**Rancho Santiago Community College District
2020-2022 District Council Committee Goals**

- District Council (and the five governance committees) will develop strategies at the beginning of the academic year to enhance communication with constituents.
- District Council and the five governance committees will assess their constituents' understanding and knowledge of the district governance structure at the end of the academic year.
- District leadership will implement strategies to enhance communication with constituents about districtwide governance, planning, etc.
- District Council will identify at each of their meetings the specific supports that they need from each of the other district governance groups.
- Members of District Council will find opportunities to share the work being conducted/implemented/shared at District Council at committees in which they represent (a standing agenda item perhaps).
- Co-chairs of five governance committees will have standing agenda item to report pertinent action items discussed/taken DC and applied it to the work of their committees and vice versa.
- Each semester the Chancellor will facilitate discussion by District Council to produce a summary of District Council activities relative to each District Council goal for distribution to constituent groups on behalf of District Council membership.

Approved: January 25, 2021 District Council Meeting

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22 Tentative Budget Assumptions
February 17, 2021

I. State Revenue

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

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2015/16	28,908.08	28,901.64	28,901.64	-0.02%
2016/17	28,901.64	27,517.31	28,901.64	a -4.79%
2017/18	28,901.64	29,378.53	29,375.93	b 1.65%
2018/19	P3	25,925.52	28,068.86	c -11.75%
2019/20	P3	27,028.98	26,889.30	4.26%
2020/21	P1	24,590.94		-9.02%

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

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

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

The governor's state budget proposal includes .5% systemwide growth funding, 1.5% COLA, and no base allocation increase. The effects of the SCFF on our budget is not fully known at this time. The components will now remain at 70/20/10 split with funded COLA added each year. Any changes to our funding related to the new formula will be incorporated when known.

Projected COLA of 1.5%	\$2,622,572
Projected Growth/Access	\$0
Deficit Factor (2%)	(\$3,496,763)
Apportionment Base Incr (Decr) for 2020/21	(\$874,191)

2021/22 Potential Growth at 0.5% 27,164

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

D. Unrestricted lottery is projected at \$150 per FTES (\$3,757,379). Restricted lottery at \$49 per FTES (\$1,353,211). (2020/21 @ P1 of resident & nonresident factored FTES, 25,049.19 x \$150 = \$3,757,379 unrestricted lottery; 25,049.19 x \$49 = \$1,227,410.) Decrease of \$385,103.

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

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

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

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

II. Other Revenue

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

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

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

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

M. Scheduled Maintenance/Instructional Equipment allocation. \$0 provided in the state budget.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2021/22 Tentative Budget Assumptions
February 17, 2021

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing 1.5% Cost of Living Allowance (COLA). COLA of 4% was negotiated for FARSCCD & CSEA bargaining groups. This 4% excludes employees who took the Supplemental Retirement Program (SRP). The College will need to budget for bargained increased costs in Salaries and Benefits for part-time employees. The estimated cost of a 1% salary increase is \$1.78 million for all funds. The estimated cost of a 1% salary increase is \$1.40 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.30 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$487,405 CSEA approximate cost \$439,025, Management/Other approximate cost \$376,085) For all funds, it is estimated to = \$1.81 million (FARSCCD = \$575,359, CSEA = \$719,851, Management/Others = \$514,692) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2022 is estimated at 3.5% for an additional cost of approximately \$859,571 for active employees and a reduction of \$440,379 for retirees, for a combined increase of \$419,192 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$1,130,585
 State Unemployment Insurance local experience charges are estimated at \$250,000 (2019/20 budgeted amount). Unchanged.
 CalSTRS employer contribution rate will decrease in 2021/22 from 16.15% to 15.92% for a decrease of \$171,451
 (Note: The cost of each 1% increase in the STRS rate is approximately \$740,000.)
 CalPERS employer contribution rate will increase in 2021/22 from 20.70% to 23.00% for an increase of \$913,683.
 (Note: The cost of each 1% increase in the PERS rate is approximately \$390,000.)
- E. The full-time faculty obligation (FON) for Fall 2021 has not been calculated at this time. The Fall 2020 report indicated the District was 33.8 faculty over its FON. This number will be reduced based on faculty taking the SRP. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$156,349. Penalties for not meeting the obligation amount to approximately \$80,250 per FTE not filled. Each faculty hired over the FON adds cost of \$101,463 (\$156,349 - \$54,886).
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/21 for hourly faculty is \$1,513. Increase of \$58 per LHE. (Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$54,886)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Actuarially Determined Contribution (ADC) for FY 2021/22 is estimated to be \$10,478,640. The District will therefore increase the employer payroll contribution rate of 1.10% to 2.00% of total salaries. This increases of \$1,036,245 to the unrestricted general fund and \$1,456,616 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:

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

Rancho Santiago Community College District Unrestricted General Fund Summary 2021/22 Tentative Budget Assumptions February 17, 2021
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	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 1.5%	\$2,622,572	
B	Growth	\$0	
B	Deficit Factor (2%)	\$0	
D	Unrestricted Lottery	(\$385,103)	
H	Mandates Block Grant	\$0	
I	Non-Resident Tuition	\$800,000	
J	Interest Earnings	(\$400,000)	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	\$97,039	
	Total	\$2,734,508	\$0
	<u>New Expenditures</u>		
B	Salary Schedule Increases/Collective Bargaining 4.00% **	\$3,339,144	
C	Step/Column	\$1,302,515	
D	Health and Welfare/Benefits Increase (3.5%)	\$859,571	
D	H/W Estimated Savings due to Retiree Companion Care	(\$440,379)	
D	CalSTRS Decrease	(\$171,451)	
D	CalPERS Increase	\$913,683	
E	Full Time Faculty Obligation Hires	\$0	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	\$0	
G	Increased Cost of Retiree Health Benefit ADC	\$1,036,245	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$0	
L	Other Additional DS/Institutional Costs	\$615,061	\$71,500
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	Total	\$7,679,389	\$2,071,500
	2021/22 Budget Year Unallocated (Deficit)	(\$4,944,881)	
	2020/21 Structural Unallocated (Deficit)	(\$2,228,268)	
	Summer 2021 Est. Utilities Savings for 4/10 work schedule	\$120,000	
	Other Estimated Savings	\$0	
	Total Net Unallocated (Deficit)	(\$7,053,149)	(\$2,071,500)

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

* Reference to budget assumption number

** Excludes Management & CEFA

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

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

References

Education Code Sections 66250 et seq. and 87100 et seq.
Title 5 Sections 53000 et seq. and 59300 et seq.
Government Code Sections 11125 et seq. and 12940 et seq.
Title 2 Sections 10500 et seq.
42 U.S.C. Section 2000e
29 U.S.C. Sections 206(d) and 621
29 C.F.R., Part 1614

1. New Employee Placement

- A. Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range on the classified salary schedule. ~~Placement above step one in appropriate circumstances will be according to article 14.15 of the CSEA contract.~~ The District in its sole discretion shall have the authority to place new salaried employees at a step higher than step one (1) where necessary for recruitment purposes.
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the management salary schedule.
- C. Initial placement at or above step two for first-time classified bargaining unit employees or first-time management personnel shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:
 - 1) Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualification shall be determined based upon the educational requirements specified on the job announcement.
 - 2) Evidence of additional years of related experience above the minimum qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every three years of verified relevant experience within a community college or similar public entity or one (1) step for every five years of verified, relevant experience with a private employer.

- 3) Any exception to provide initial salary placement beyond what is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advanced approval by the Chancellor or designee.

2. Employee Promotion

A. Employees promoted to a higher management position shall be placed on the appropriate management salary schedule either one step higher than the previous position or the closest step to approximate at least a five (5) percent increase over the salary of the previous position. Where necessary for recruitment reasons, employees may be placed at a higher step subject to advance approval by the Chancellor or designee.

~~B. Employees promoted to a higher CSEA classified position shall be placed on a step that affords at least five percent (5%) additional compensation as of the date upon which the appointment becomes effective. the salary schedule according to Article 14.17 of the CSEA contract.~~

3. Employee Demotion

A. If an existing administrator or classified manager is demoted to a lower salary level administrative position, the new salary schedule placement will be determined by the Chancellor, in consultation with the employee's supervising President or Vice Chancellor and human resources.

B. If a classified employee does not successfully complete their probationary period in the higher grade, ~~their salary schedule placement will be determined as stated in Article 14.17 of the CSEA contract~~ they retain permanent status in the former grade and will retain their previous salary placement.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: November 16, 2020

Revised: xxxxxxxx, 2021

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

Number # 1214 cp
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/Facilities Planning, District Construction & Support Services/Business Services

Manager/Supervisor: Carri Matsumoto, Assistant Vice Chancellor

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Eliminate 1 Facilities Project Manager - Vacant 2/5/21 (Coburn)	1. Add Director position
Eliminate 1 Facilities Planning Specialist - Currently Vacant (Yamoto)	Dir, Fac Plan, Dist Const & Support Ser. (C)

Current annual salary/benefits cost \$ 338,246 Proposed annual salary/benefits cost \$ 225,205
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): 11-0000-710000-54132-2110 & 11-0000-710000-54131-2130
(Attach necessary budget change forms)

Reason for reorganization:


Need additional oversight managing duties in planning/design, construction, DO Srvc; reallocate savings for maintenance contract srvc


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.

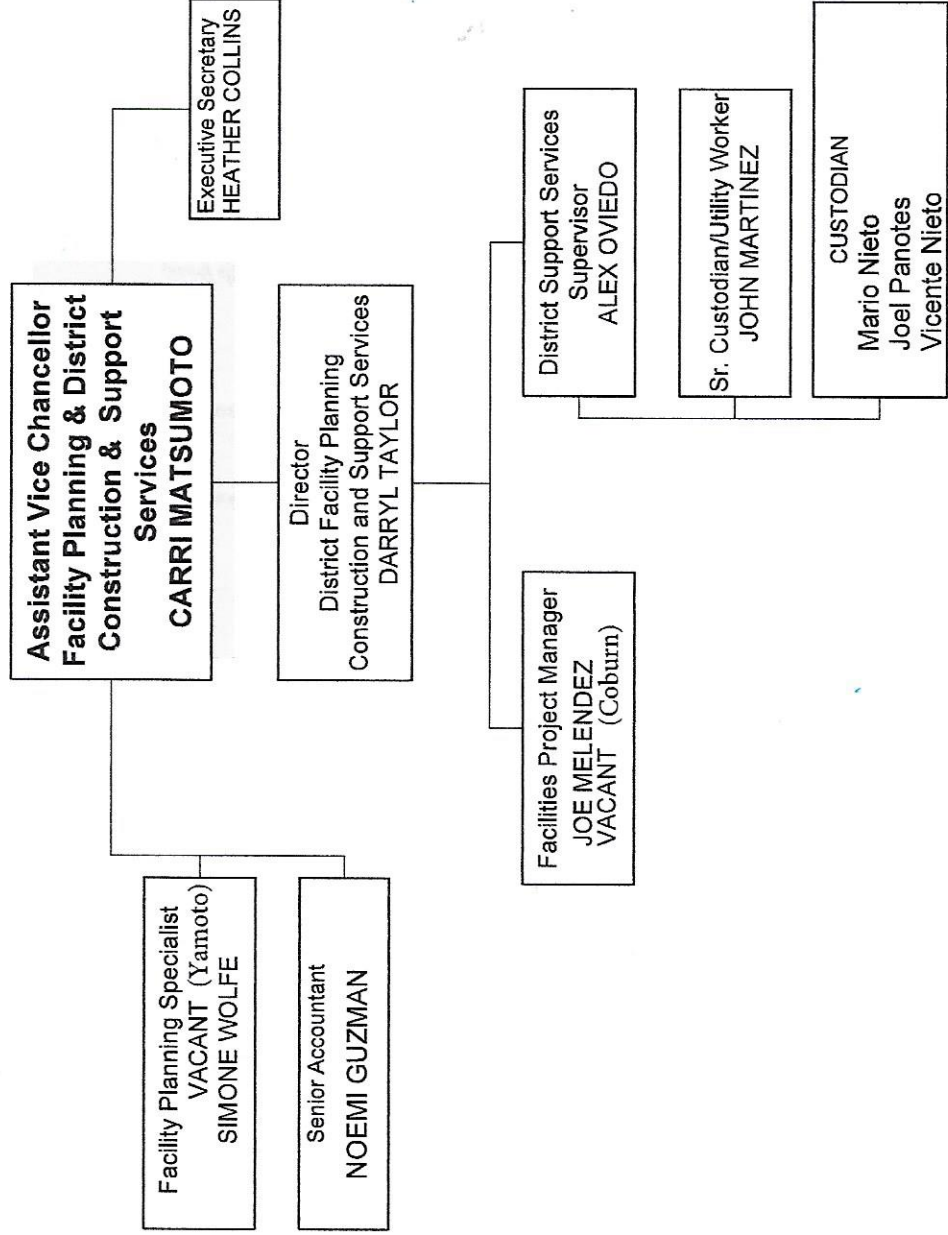
Does this change affect more than one department/division? No Yes If yes, please explain below.

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):  Adam O'Connor (Jan 29, 2021 09:01 PST) Date: Jan 29, 2021

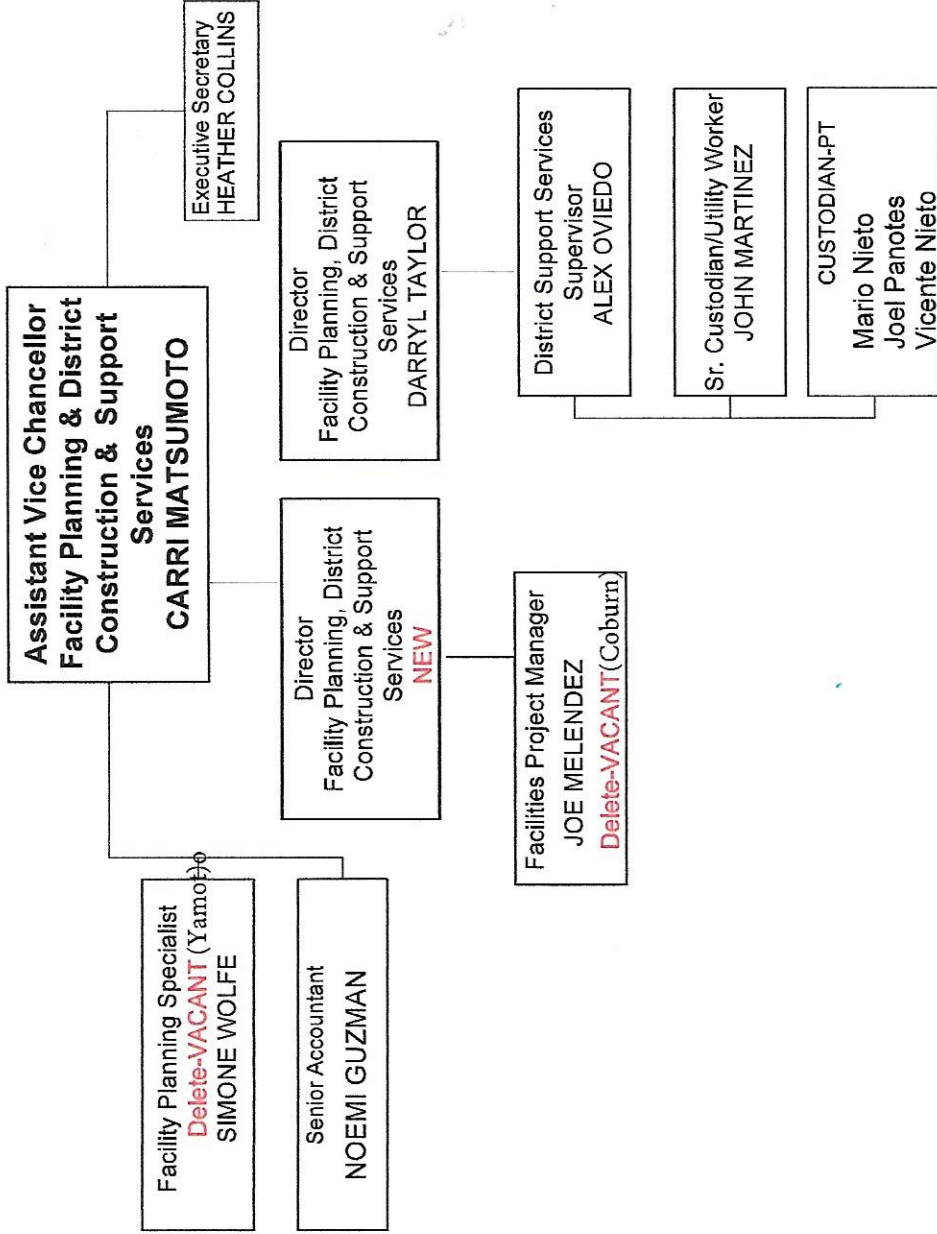
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u></u> <small>Alistair Winter (Feb 1, 2021 14:57 PST)</small>	Business Operations & Fiscal Services (Signature/Date): <u></u> <small>Adam O'Connor (Jan 29, 2021 09:01 PST)</small> Jan 29, 2021
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
FACILITY PLANNING, DISTRICT CONSTRUCTION
&
SUPPORT SERVICES



Rancho Santiago Community College District
BUSINESS OPERATIONS AND FISCAL SERVICES
FACILITY PLANNING, DISTRICT CONSTRUCTION
&
SUPPORT SERVICES

SUPPORT SERVICES



DIRECTOR, FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES

CLASS SUMMARY

Directly responsible to the Assistant Vice Chancellor of Facility Planning & District Construction and Support Services, for leadership and administration in the areas of planning, design, bid preparation, construction delivery, maintenance, grounds keeping, custodial services and the day to day operations of the department. Supervises and evaluates staff assigned to the department and performs related duties as assigned.

SPECIFIC RESPONSIBILITIES

Responsible for the day-to-day supervision and evaluation of staff assigned to the department, including execution of essential duties related to facilities, maintenance, ground keeping and other services or projects in support of the District's Strategic Comprehensive Plan, Facility Master Plans, and other goals and objectives.

Work professionally and cooperatively with district-wide staff and consultants.

Direct, administer and supervise the planning, design, bid preparation and construction execution of a wide array of projects and activities concurrently.

Supervise staff, and consultants, programs, construction and support services to ensure projects and activities are delivered in an effective, timely and responsible manner. Take necessary corrective actions and propose improvements as necessary.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Oversee and monitor projects to assure completion of work in compliance with District standards, applicable laws, codes, rules and regulations.

Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.

Organize and meet with various stakeholders and staff to plan, develop and implement programs and provide support services in an effective manner.

Advise the Assistant Vice Chancellor on Board of Trustee agenda items and management issues affecting the Department and or projects.

Attend a variety of meetings and participate in district-wide meetings as required.

Provide operational leadership to the district and other staff and consultants in the areas of facilities, planning, construction, maintenance, grounds keeping and custodial services.

Ability to review systems and information to determine best practices, best products and applications as well as other technologies that may maximize the efficient use of resources.

Establish and evaluate District standards for materials, equipment, systems, and or other as deemed appropriate and necessary on an on-going basis.

Determine the need for scheduled maintenance and assist in preparation of plans. Work collaboratively with college campuses and other facility sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is completed in a timely and cost efficient manner.

Participate in developing long range and strategic plans for facilities and operations.

Assist in developing and implementing procedures and best business practices related to facilities planning, design, contracting, bidding and construction, safety, fiscal budget management, cost controls, scheduling and other project management or department tools as needed.

Oversee and manage the Department workflow activities as necessary to ensure timely completion of duties.

Review, develop, monitor and administer a variety of professional consultant, vendor and contractor contracts and assure compliance with provisions outlined in contracts.

Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.

DESIRABLE QUALIFICATIONS GUIDE

Knowledge and Abilities

- Principles of management, supervision and public administration
- Local, state and federal laws governing construction of community college facilities
- Facilities related programs and services of a California community college district
- District operations, organization and policies experience
- Communicate effectively orally and in writing with diverse constituencies within and outside of the district
- Read, interpret, and evaluate construction plans and specifications, including laws, policies, regulations and contracts.
- Administer multiple projects simultaneously
- Evaluate the quality of work performed by outside professionals and contractors
- Public works bidding process and applicable laws; building codes; construction delivery methods; building methods and materials; low voltage systems and other digital or network control systems
- Ability to utilize CADD system and access drawings and plans in the California State Chancellor's Office FUSION program
- Ability to operate computer and assigned software.
- Drive a vehicle to conduct work and visit multiple facilities and active construction sites.
- Understanding of safety practices and required to comply with various safety and hazardous materials training requirements.

- Division of State Architect requirements and building codes, and other agency requirements for facility planning and construction.
- To attend meetings at all district-wide facilities, some meetings may be scheduled outside of an eight to five work day.

Training and Experience

Bachelor's degree in engineering, architecture, construction management or other facilities related degree related to area of assignment and eight years of increasingly responsible management experience in areas noted.

Demonstrated experience in managing local bond and state funded projects is preferred. Experience working in a California community college facilities management position is preferred. Possession of a valid California driver's license.

**FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
REORGANIZATION REQUEST - January 2021**

	Proposed Reorg		
	Current Cost	Cost	Net Savings
Facilities Project Manager - Allison Coburn	214,377.00		
Facilities Planing Specialist - (vacant-Yamoto)	123,869.00		
New Director - Facilities Planning, District Construction & Support Svcs		225,205.00	
	338,246.00	225,205.00	113,041.00

RSCCD

2020-2021 Cost of Position

COST OF NEW POSITION - MANAGEMENT CONTRACT

POSITION TITLE	Facilities Project Manager		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Allison Coburn (E & 6)	\$ 11,865.000	12	\$ 142,380.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	29,472.66	
SOCIAL SECURITY	6.200%	8,827.56	
MEDICARE	1.450%	2,064.51	
UNEMPLOYMENT	0.050%	71.19	
WORKERS COMP	1.500%	2,135.70	
ACTIVE RET. INS. COST	1.100%	1,566.18	
TOTAL TAX & BENEFIT COST	31.000%	\$ 44,137.80	\$ 44,137.80
TOTAL SALARY & BENEFIT COST			\$ 186,517.80

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		2,530.00	
SOCIAL SECURITY	6.200%	156.86	
MEDICARE	1.450%	36.69	
UNEMPLOYMENT	0.050%	1.27	
WORKERS COMP	1.500%	37.95	
ACTIVE RET. INS. COST	1.100%	27.83	
TOTAL FRINGE BENEFIT COST	10.300%	\$ 2,790.60	\$ 2,790.60

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 142,380.00	324.63	
MEDICAL INSURANCE (see below)		24,743.00	
TOTAL INSURANCE COST		25,067.63	\$ 25,067.63

TOTAL COST OF POSITION	\$ 214,376.03
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BENEFITS =	\$ 71,996.03
BENEFIT COST AS A PERCENT OF CONTRACT =	50.57%

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

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

RSCCD

2020-2021 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Facility Planning Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Sec Yamoto-vacant (17 & 3)	\$ 6,546.250	12	\$ 78,555.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	16,260.89	
SOCIAL SECURITY	6.200%	4,870.41	
MEDICARE	1.450%	1,139.05	
UNEMPLOYMENT	0.050%	39.28	
WORKERS COMP	1.500%	1,178.33	
ACTIVE RET. INS. COST	1.100%	864.11	
TOTAL TAX & BENEFIT COST	31.000%	\$ 24,352.07	\$ 24,352.07
TOTAL SALARY & BENEFIT COST			\$ 102,907.07

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	1.100%	16.50	
TOTAL FRINGE BENEFIT COST	10.300%	\$ 1,654.50	\$ 1,654.50

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 78,555.00	179.11	
MEDICAL INSURANCE (see below)		19,128.00	
TOTAL INSURANCE COST		19,307.11	\$ 19,307.11

TOTAL COST OF POSITION	\$ 123,868.68
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BENEFITS =	\$ 45,313.68
BENEFIT COST AS A PERCENT OF CONTRACT =	57.68%

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

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

RSCCD

2020-2021 Cost of Position

COST OF NEW POSITION - MANAGEMENT CONTRACT

POSITION TITLE	DIRECTOR, FACILITY, PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
C & 4	\$ 12,657.590	12	\$ 151,891.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	31,441.45	
SOCIAL SECURITY	6.200%	9,417.25	
MEDICARE	1.450%	2,202.42	
UNEMPLOYMENT	0.050%	75.95	
WORKERS COMP	1.500%	2,278.37	
ACTIVE RET. INS. COST	1.100%	1,670.80	
TOTAL TAX & BENEFIT COST	31.000%	\$ 47,086.24	\$ 47,086.24
TOTAL SALARY & BENEFIT COST			\$ 198,977.32

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	1.100%	36.52	
TOTAL FRINGE BENEFIT COST	10.300%	\$ 3,661.96	\$ 3,661.96

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 151,891.08	346.31	
MEDICAL INSURANCE (see below)		22,218.75	
TOTAL INSURANCE COST		22,565.06	\$ 22,565.06

TOTAL COST OF POSITION	\$ 225,204.34
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BENEFITS =	\$ 73,313.26
BENEFIT COST AS A PERCENT OF CONTRACT =	48.27%

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

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