



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

**November 16, 2020**

**3:00 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/98958036087>

669-900-6833 / 989 5803 6087

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

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

**Agenda**

- |   |                     |
|---|---------------------|
| 1. Chancellor's Update  | Martinez            |
| 2. Approval of Minutes – <b>ACTION</b>  | Martinez            |
| a. September 28, 2020 Meeting   |                     |
| 3. Enrollment Updates – <b>INFORMATION</b>  | Perez/Flores/Vargas |
| 4. Reorgs – <b>ACTION</b>   | Green               |
| a. Reorg #1207 – DO/Ed Services/ITS   |                     |
| 5. District Council – <b>ACTION</b>   |                     |
| a. Purpose/Responsibilities/Membership  | Martinez            |
| b. 2019-2020 Accomplishments  |                     |
| c. 2020-2021 Goals  |                     |
| 6. Administrative Regulations - <b>ACTION</b>   |                     |
| a. AR 7131 Salary Placement for Management Personnel and Classified Bargaining Unit Employees (NEW) | Green               |
| 7. Committee Reports – <b>INFORMATION</b>   |                     |
| a. Planning & Organizational Effectiveness Committee  | Perez               |
| b. Human Resources Committee  | Green               |
| c. Fiscal Resources Committee   | O'Connor            |
| d. Physical Resources Committee   | O'Connor            |
| e. Technology Advisory Group  | Gonzalez            |
| 8. Constituent Representative Reports – <b>INFORMATION</b>  |                     |
| a. Academic Senate – SAC  | Shahbazian          |
| b. Academic Senate – SCC  | Rutan               |
| c. Classified Staff   | Martin              |
| d. Student Government – SAC   | Renteria            |
| e. Student Government – SCC   | Gardner             |
| 9. Other  |                     |

**Next Meeting: December 7, 2020**



## Rancho Santiago Community College District District Council Meeting

### MINUTES

September 28, 2020

Members:	Marvin Martinez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Thomas Nguyen for Roy Shahbazian	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Present
	Sheryl Martin	Absent
	Zina Edwards	Present
	Monica Renteria	Present
	Henry Gardner	Present
Guests:		
	Nga Pham	
	Narges Rabii-Rakin	
	Kennethia Vega	

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 3:00 p.m.

#### 1. Chancellor's Update

- a. Chancellor Martinez shared updates from the CEOCCC meeting he attended on September 25, 2020:
  - i. Proposition 16 is not likely to pass. Proposition 15 could go either way. Any funds to the district from Proposition 15 passage would not be immediately available – could be received over a 3-4 year period.
  - ii. Dr. Joseph Castro, currently President of Fresno State University, has been named Chancellor of the CSU system.
- b. It was announced that both SAC and SCC are both going to be voting centers for the November 3, 2020 election.
- c. Chancellor Martinez announced that at the September 19 meeting the board will be approving the retirement of 76 employees who are retiring as a result of the Supplemental Retirement Program. One of the retirees is Vice Chancellor Peter Hardash. The Chancellor acknowledged Peter's years of service and commitment to the district and conveyed best wishes in his retirement on behalf of the district.

2. September 29, 2020 Board Meeting

- a. Chancellor Martinez gave highlights of the September 29 board meeting which included the approval of the SRP retirees and a recommendation from the Joint Benefits Committee on the district's benefits plans.

3. Approval of Minutes

- a. It was moved by Mr. Perez, seconded by Mr. Vargas and, by roll call vote with abstentions by Mr. Nguyen and Ms. Edwards, carried to approve the minutes of the August 24, 2020 meeting.

4. Budget

- a. It was moved by Ms. Edwards and seconded by Ms. Green to approve the 2020-2021 Adopted Budget. Vice Chancellor Hardash presented the budget which was approved and being recommended by the Fiscal Resources Committee. He noted that the tentative budget had a \$2.2 million shortfall and the board requested a balanced adopted budget. The adopted budget being presented for approval is balanced using \$2.2 million of the savings from the SRP retirements. Mr. Hardash further noted that this was a very tight budget and there would be no end of the year savings for the colleges. Chancellor Martinez reported that he has asked the campuses to look for additional savings in personnel. The roll call vote resulted in unanimous approval of the 2020-2021 Adopted Budget.

5. Colleague Cloud Hosting Activities

- a. Assistant Vice Chancellor Jesse Gonzalez shared information about an initiative to help mitigate some costs associated with technology. This was the recommendation to handle cloud hosting in another manner. Mr. Gonzalez shared options available and the recommendation to go with AWS hosting. The timing of this change will be coordinated with other pressing technological initiatives. District Council members received clarification on the data and recommendation presented.

6. District Council

- a. Executive Director of Research, Planning and Institutional Effectiveness Nga Pham shared the background of the request of District Council to review their purpose, responsibilities and membership and to identify 2019-2020 accomplishments and establish 2020-2021 goals. District Council members received clarification on the data presented. It was agreed District Council members would review the information and be prepared to discuss at the November 16, 2020 meeting.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Vice Chancellor Perez reported that the next meeting will be held on September 30, 2020.
- b. Human Resources Committee (HRC)  
Vice Chancellor Tracie Green reported on the September 9, 2020 meeting and noted that the next meeting will be held on October 14, 2020.

7. Committee Reports (continued)

c. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported on the September 16, 2020 meeting and noted that the next meeting will be held on October 21, 2020.

d. Physical Resources Committee (PRC)

Mr. Hardash reported on the September 2, 2020 meeting and noted that the next meeting will be held on October 7, 2020. He also requested that CSEA identify a classified representative to serve as Co-Chair of this committee.

e. Technology Advisory Group (TAG)

Assistant Vice Chancellor Jesse Gonzalez reported on the September 3, 2020 meeting and noted that the next meeting will be held on October 1, 2020.

8. Constituent Representative Reports

a. Academic Senate/SAC: Mr. Thomas Nguyen 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. Edwards reported on the recent chapter meeting.

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. Other

No items discussed.

10. Next Meeting: The next meeting will be held on Monday, November 16, 2020.

Meeting Adjourned: 4:12 p.m.

Approved:

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

Number # 1207 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: DO/Educational Services/information Technology Services

Manager/Supervisor: Jesse Gonzalez/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
ASSISTANT VICE CHANCELLOR, Information Technology Services	<del>No Change</del> ITS report to Ed Services
Move from Fiscal Services	

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ \_\_\_\_\_

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): funding not affected  
(Attach necessary budget change forms)

Reason for reorganization:

Change in reporting lines to better meet workforce need and reduction in staff.

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.

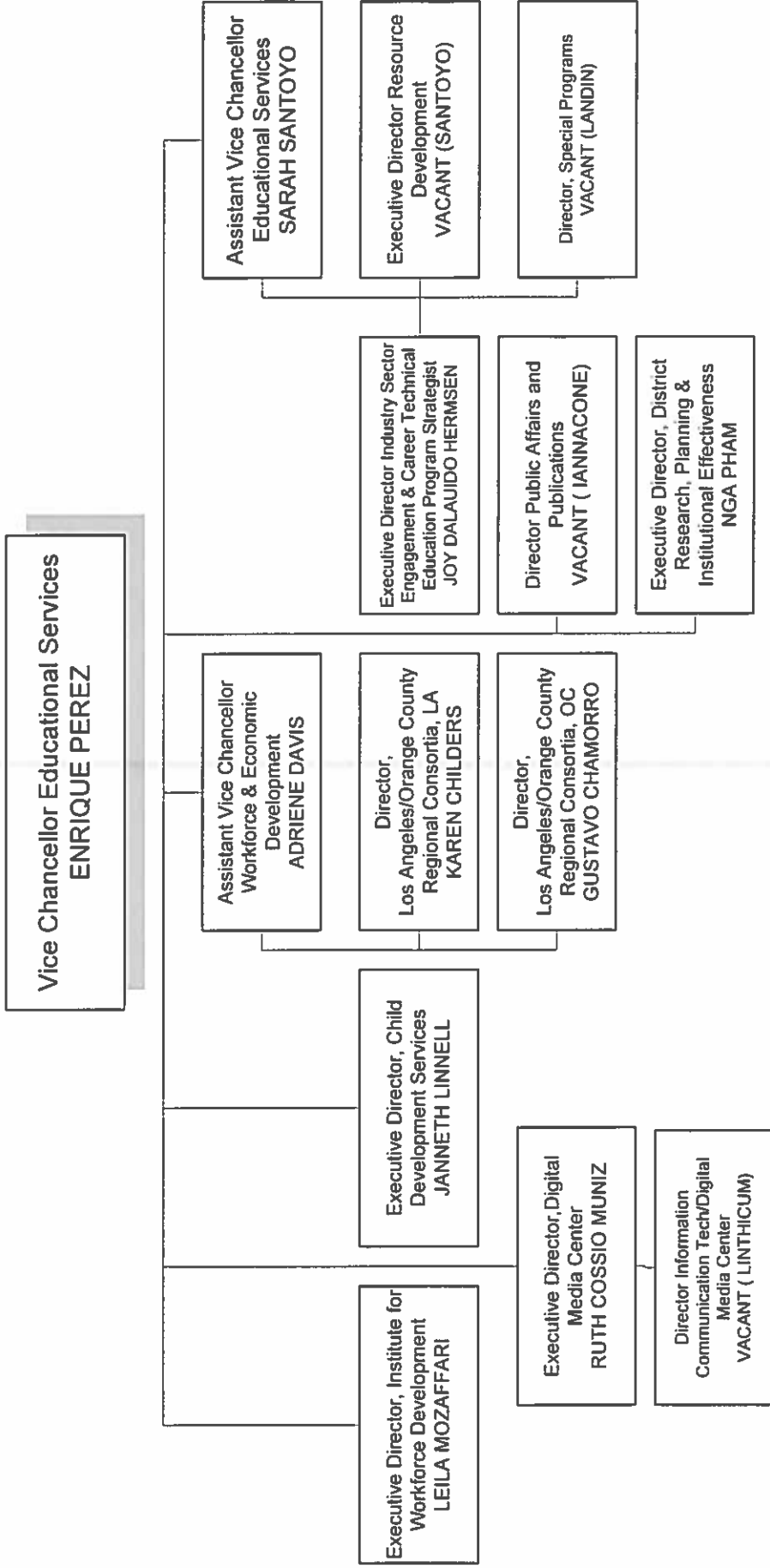
Moving Information Technology Services from Fiscal Services Division to Educational Services Division.

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

Submitted by (District Cabinet Member):  Date 10/16/2020

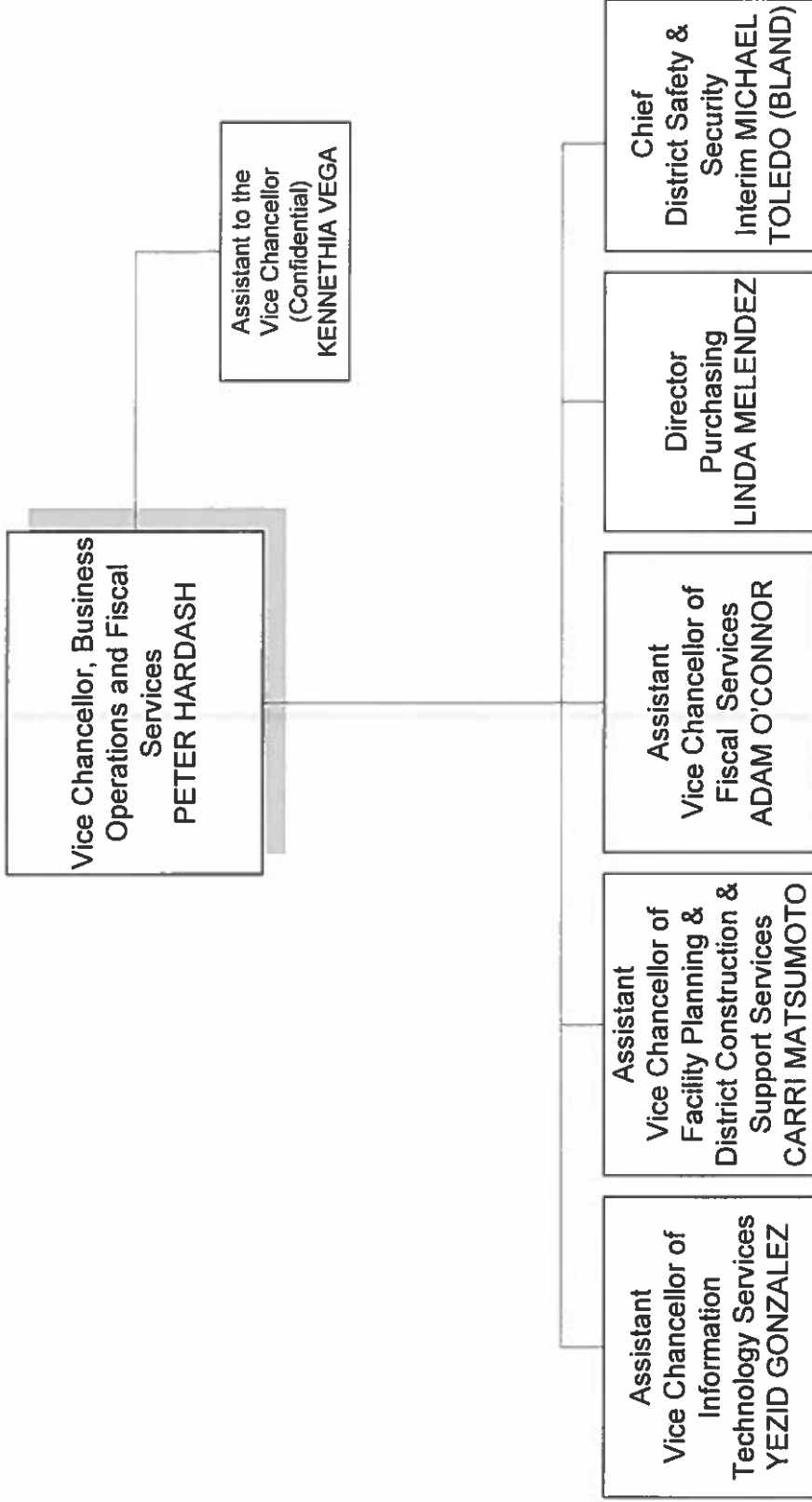
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u></u> <small>Human Resources (HR) (15-1077) (48-10-PS)</small>	Business Operations & Fiscal Services (Signature/Date): <u></u> <small>Business Operations &amp; Fiscal Services (BOFS) (15-1077) (48-10-PS)</small>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): EG
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

EDUCATIONAL SERVICES

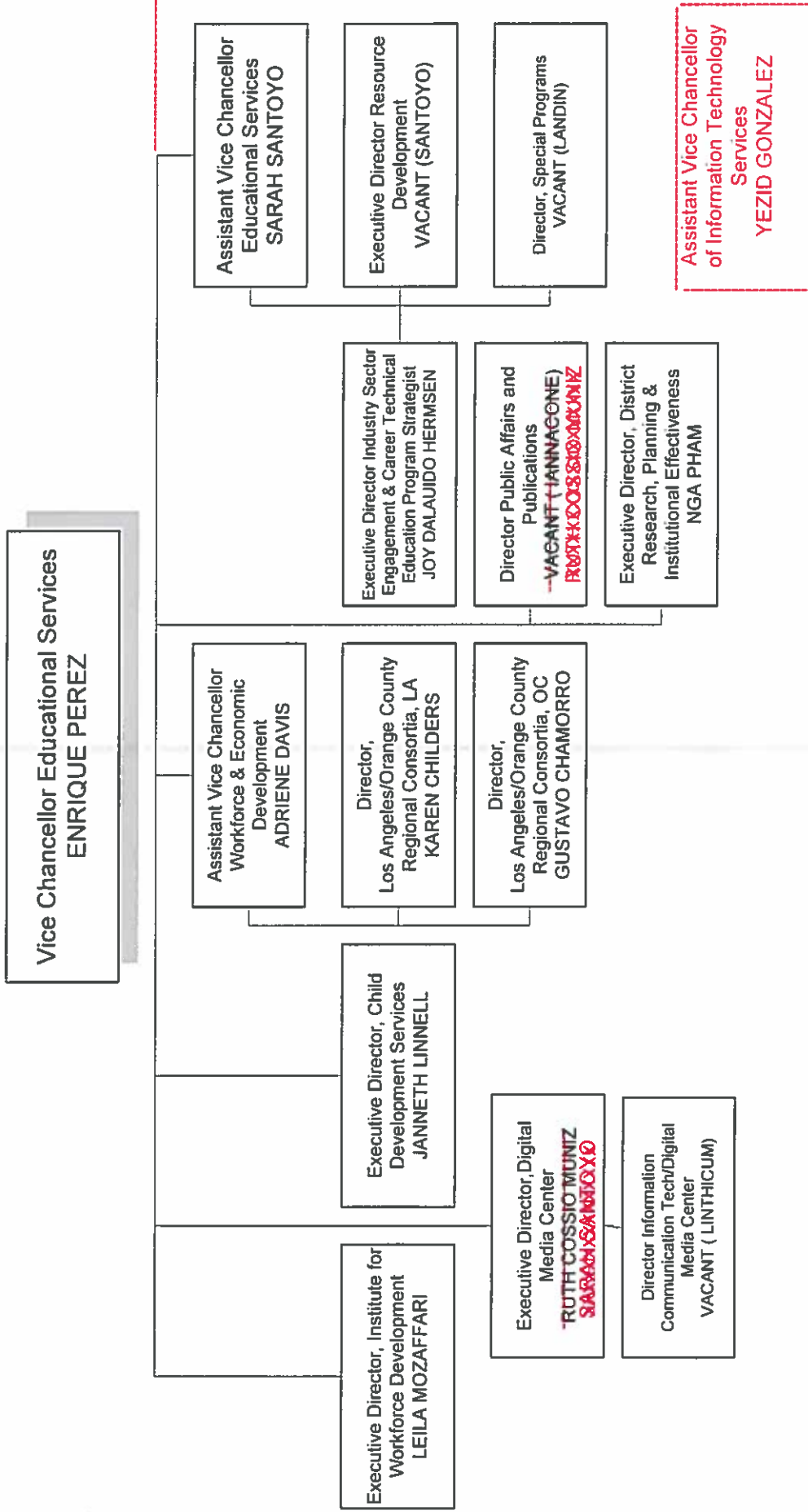


current

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



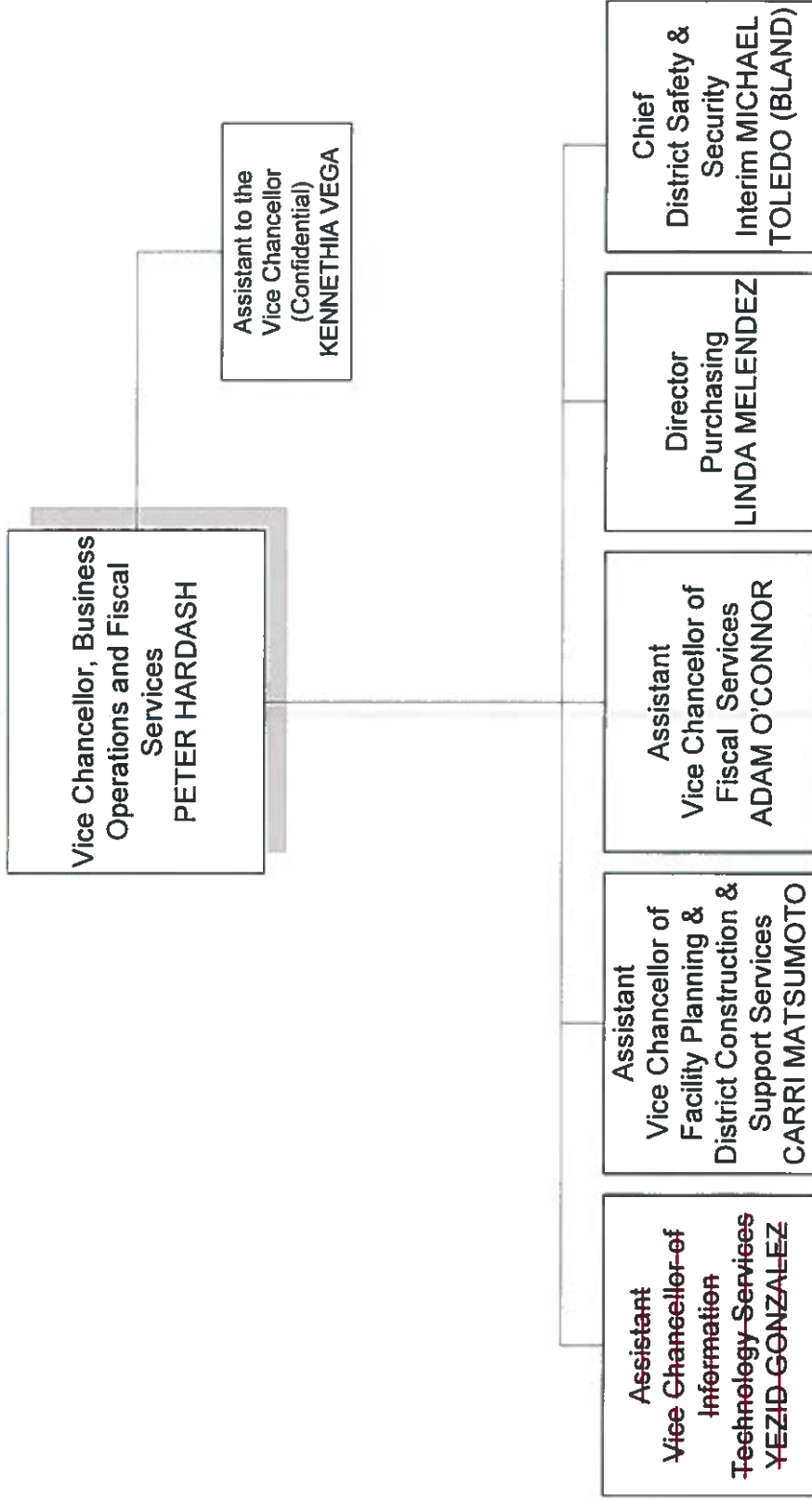
EDUCATIONAL SERVICES





PROPOSED

Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES



Signature: *Elvia Garcia*  
Elvia Garcia [Oct 20, 2020 09:53 PDT]

Email: Garcia\_Elvia@rscdd.edu

Signature:

Email: winter\_alistair@rscdd.edu

Signature:

Email: Martinez\_Marvin@rscdd.edu

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities, including development of planning and budgetary recommendations, that are submitted to the Chancellor and Board of Trustees.

Committee	Responsibilities	Membership
District Council	<p>Provide advice to the Chancellor on district issues</p> <p>Review and act on recommendations from the five district-level participatory governance committees including recommended funding priorities</p> <p>Ensure district-wide involvement in the development of all district-level planning</p> <p>Review and monitor budget assumptions and budget information</p> <p>Review and recommend approval of the tentative and final budgets contingent on the alignment of tentative and final budgets with budget assumptions and RSCCD Goals</p> <p>Collaborate with the Chancellor to review the District Mission Statement, solicit district-wide input, and recommend revisions as warranted</p> <p>Oversee the work of the Planning and Organizational Effectiveness Committee to develop and monitor implementation of the <i>RSCCD Comprehensive Master Plan</i> and the <i>RSCCD Strategic Plan</i></p> <p>Review new and modified policies as recommended by the Board Policy Committee</p> <p>Review and adopt recommended revisions and new Administrative Regulations</p> <p>Review and approve District Services reorganizations</p> <p>Review Board of Trustees agenda</p>	<ul style="list-style-type: none"> <li>• Chancellor (Chair)</li> <li>• Vice Chancellor, Business Operations &amp; Fiscal Services</li> <li>• Vice Chancellor, Educational Services</li> <li>• Vice Chancellor, Human Resources</li> <li>• President, Santa Ana College</li> <li>• President, Santiago Canyon College</li> <li>• Academic Senate President, Santa Ana College</li> <li>• Academic Senate President, Santiago Canyon College</li> <li>• CSEA President</li> <li>• Associated Student Government President, Santa Ana College</li> <li>• Associated Student Government President, Santiago Canyon College</li> <li>• Chair, Technology Advisory Group</li> <li>• Co-chair, Fiscal Resources Committee (faculty)</li> <li>• Co-chair, Human Resources Committee (classified)</li> <li>• Co-chair, Physical Resources Committee (classified)</li> <li>• Co-chair, Planning &amp; Organizational Effectiveness Committee (faculty)</li> <li>• Co-chair, Technology Advisory Group (faculty)</li> </ul>

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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

**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 14.17 of the CSEA contract.
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the management salary schedule.
- C. Initial placement at or above step two 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.

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.
- B. Employees promoted to a higher CSEA classified position shall be placed on 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.

**Responsible Manager: Vice Chancellor, Human Resources**

**Adopted: xxxx, 2020**