



Rancho Santiago Community College District
District Council Meeting

April 4, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/99126005305>

669-900-6833 / 991 2600 5305

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. Call to Order/Update | Martinez |
| 2. Approval of Minutes - ACTION | Martinez |
| a. March 7, 2022 Meeting | |
| 3. Approval of People & Culture Items – ACTION | Hou |
| a. Reorg #1276 – DO/ODEI | |
| b. AR 7340.2 – Vacation for Management Employees (NEW) | |
| 4. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Hou |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |
| 5. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Isbell |
| b. Academic Senate - SCC | Rutan |
| c. Classified Staff | Martin |
| d. Student Government - SAC | Ramaswamy |
| e. Student Government – SCC | Neely |

Next Meeting: May 2, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

March 7, 2022

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Ambar Nakagami	Absent
	Zina Edwards	Present
	Avinash Ramaswamy	Present
	Elisabeth Neely	Present
Guests:	Alistair Winter, Sil Han Jin, Adam O'Connor, Letitia Clark Dr. John Parker	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:37 p.m. and a roll call vote of members was conducted.
- b. Vice Chancellor Perez introduced Leticia Clark, Chief Communications Officer, who joined the district to oversee the district's communication activities.
- c. Chancellor Martinez introduced his ACCCA mentee, Dr. John Parker, who is "shadowing" him as part of the ACCCA Management Program.

2. Approval of Minutes

- a. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried with abstentions by Ms. Evett, Ms. Kubicka-Miller and Ms. Nelly to approve the minutes of the February 1, 2022 meeting.
- b. It was moved by Ms. Evett, seconded by Mr. Perez and, by roll call vote, carried with abstentions by Ms. Kubicka-Miller, Ms. Edwards and Ms. Neely to approve the minutes of the February 11, 2022 special meeting.

3. Approval of 2022-2023 Tentative Budget Assumptions

- a. Vice Chancellor Iris Ingram provided an overview of the 2022-2023 Tentative Budget Assumptions that were approved and recommended by the Fiscal Resources Committee. District Council members received clarification on the information presented. It was moved by Mr. Rutan, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve the 2022-2023 Tentative Budget Assumptions as presented.

4. Approval of Human Resources Items

- a. HR/People & Culture Job Descriptions – Chancellor Martinez proposed that all eight job descriptions being presented for District Council approval be considered in one motion. District Council members agreed with the recommendation. Vice Chancellor Hou shared information relating to the job descriptions being presented as part of the reframing of the human resources function to a people-focused approach to create a positive work culture. District Council members received clarification on the information presented. It was moved by Mr. Rutan, seconded by Ms. Ingram and, by roll call vote, carried with abstentions by Mr. Hou and Ms. Neely to approve the job descriptions as presented.
 - i. Vice Chancellor of People and Culture
 - ii. Asst. Vice Chancellor of People and Culture – Learning, Innovation, Wellness and Equity
 - iii. Asst. Vice Chancellor of People and Culture – Operations, Talent and Project Management
 - iv. Director of People and Culture
 - v. Manager of People and Culture – Employee Relations and District Investigations
 - vi. Manager of People and Culture – Operations, Talent and Project Management
 - vii. Senior People and Culture Business Partner
 - viii. People and Culture Business Partner
- b. ITS Job Description – Manager of Enterprise Applications – Asst. Vice Chancellor Gonzalez shared information relating to the new job description for the Information Technology Services department. It was moved by Mr. Isbell, seconded by Ms. Martin and, by roll call vote, carried unanimously to approve the job description as presented.
- c. Reorg #1275b – DO/Business Services/Fiscal Services – Vice Chancellor Ingram presented the proposed reorg. District Council members received clarification on the information presented. It was moved by Ms. Neely, seconded by Mr. Rutan and, by roll call vote, carried with a nay vote by Ms. Edwards to approve the reorg as presented.

5. Administrative Regulations

- a. AR 7133 Management Holidays (NEW) – Mr. Hou presented the proposed new administrative regulation. District Council members received clarification on the information presented. It was moved by Ms. Ingram, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve the administrative regulation as presented.
- b. AR 7250 Educational Administrators – Workweek; Teaching my Management Employees (NEW) – Mr. Hou presented the proposed new administrative regulation. Discussion ensued. It was agreed that Mr. Hou would research the questions raised by District Council members and bring back to a future meeting.
- c. AR 7260 Classified Supervisors and Managers – Workweek; Teaching by Management Employees (NEW) – Since this policy is similar to AR 7250 which was discussed earlier, it was agreed Mr. Hou would bring this administrative regulation back to a future meeting after further research.
- d. AR 7340.3 Sick Leave for Management/Confidential Employees – Mr. Hou presented the proposed revisions to the administrative regulation. Discussed ensued and District Council members received clarification on the revisions presented. It was moved by Dr. Ralston, seconded by Ms. Neely and, by roll call vote, carried unanimously to approve the revised administrative regulation.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the February 23, 2022 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the February 9, 2022 meeting. The next meeting will be held on March 9, 2022.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the February 16, 2022 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the March 2, 2022 meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the March 3, 2022 meeting. The next meeting will be held on April 14, 2022.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Edwards reported on the difficulty finding CSEA representatives to fill the district's various participatory governance opportunities.
- d. Student Government/SAC: Mr. Ramaswamy reported on the activities of the SAC student government.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC student government.

Next Meeting: The next meeting will be held on Monday, April 4, 2022.

Meeting Adjourned: 2:55 p.m.

Approved: April 4, 2022

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

1276

Number # 1275
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 / Human Resources Resubmitted 3/16/22
 Manager/Supervisor: Cheng Yu Hou, Vice Chancellor Human Resources Salary/Benefit costs revised

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Chief Advisor for Academic and Diversity Programs	Assistant Vice Chancellor, People and Culture / Chief of Diversity and Social Impact Officer.

Current annual salary/benefits cost \$ 293,710.52 Proposed annual salary/benefits cost \$ 293,710.52
 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): 11-0005-660000-51100-1210 / 11-0000-660000-53110-1210
 (Attach necessary budget change forms)

Reason for reorganization:

Since its inception in July 2020, the Office of Diversity, Equity and Inclusion has been reporting directly to the Chancellor. It is proposed to move the ODEI office within People and Culture. It is also proposed to update and revise the title and job description to reflect those changes and make it in alignment with other positions within People and Culture. There is no impact to budget in carrying out this reorganization.

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





No Yes If yes, please explain below.

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

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

Submitted by (District Cabinet Member):  Date: March 10, 2022

SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <u></u> Chengyu Hou (Mar 16, 2022 21:43 PDT)	Business Operations & Support Services (Signature/Date): <u></u> Adam O'Connor (Mar 17, 2022 10:08 PDT)
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u></u> DG
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date): <u></u> Marvin Martinez (Mar 17, 2022 11:52 PDT)
CSEA (Signature/Date):	CSEA (Signature/Date):

**ASSISTANT VICE CHANCELLOR PEOPLE AND CULTURE
CHIEF DIVERSITY AND SOCIAL IMPACT OFFICER**

JOB DESCRIPTION

GENERAL RESPONSIBILITIES

The Assistant Vice Chancellor, People and Culture, Chief Diversity Officer, innovates, delivers, and collaborates on Districtwide People and Culture functions related to learning and development, policy/process innovations, diversity, equity, inclusion and belonging for all District programs. The Assistant Vice Chancellor will lead and foster collaborative dialogue and the development of cultural competence and anti-racism among RSCCD faculty, students, and staff by integrating individual beliefs and actions to align with the District's mission and values; demonstrate skill in motivating and unifying people across the District around a strategic vision; utilize data and research to inform analysis leading to the development of measurable goals and systems of accountability; demonstrate the ability to work effectively with diverse populations; possess strong leadership and coalition building skills, experience in organizational development and change theory, and experience in a complex academic system.

REPRESENTATIVE DUTIES

1. Partners closely with peers and stakeholders across the District to assess existing programs, processes, and practices, and develops the delivery of innovations, improvements, and enhancements in diversity, equity, inclusion and belonging.
2. Provide strategic leadership, direction and administrative oversight for the development of workshops, presentations, learning modules, and other efforts that promote diversity, equity, inclusion and belonging.
3. Consults with senior leaders, managers, and employees in providing expertise and assessing stakeholder needs and furthering diversity and inclusion goals.
4. Advises on enhancements and gaps of existing Board Policies, Administrative Regulations, and policies/procedures related to diversity, equity and inclusion.
5. Advocate, plan, and allocate resources in furthering institutional diversity and inclusion programs; evaluate the results of allocations, and develop strategies for continued development.
6. Partners with employment relations and investigative functions to deliver excellent service related to conflict resolution and reporting.
7. Builds and sustains a performance-based culture focused on setting measurable objectives in the implementation of a District-wide diversity, equity, inclusion and belonging policy that include short-term and long-term goals.
8. Leads and mentors stakeholders to inspire diversity and inclusion goals and inspire creative strategies to achieve said goals.
9. Serves as a resource for the District Risk Manager, the Equal Employment Opportunity Officer, and the Title IX Officer.
10. Leads and guides the District in its Equal Employment Opportunity plan and other diversity, inclusion, equity, and anti-racism strategy and direction.
11. Utilizes data analytics to account, project, narrate and guide Districtwide Equal Employment Opportunity
12. Establishes and maintains a robust network with community stakeholders and organizational partnerships.
13. Serves as a resource regarding recruitment or personnel matters involving diversity and inclusion, such as contract interpretation, grievances, confidential personnel issues, and union matters.
14. Manage, develop, and craft cohesive communication campaigns that engage the workforce and

- convey the District's diversity strategy.
15. Innovate intersectional programming and opportunities relating to diversity, inclusion, belonging, equity, and anti-racism.
 16. Provides strategic direction for learning and development activities including training initiatives on Equal Employment Opportunity training, Rancho Academy/Pathways, cultural competency, intersectionality, equity and belonging climate, and other topics designed to increase awareness and support of equity and belonging for all employee group with research-based impact and sustainable results.
 17. Works with outside organizations and corporate businesses to create partnerships to advance diversity, equity, inclusion and belonging within the District.
 18. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

1. Successful leadership abilities in providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Knowledge in areas of EEO, TIX and Civil Rights compliance monitoring, as well as applicable laws and regulations of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Knowledge of principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale People and Culture program including employee relations, training and development, and performance management.
4. Demonstrated knowledge and ability regarding program development in intersectional diversity, inclusion, belonging, equity, anti-racism, and equal opportunity.
5. Skill in research techniques, data mining practices, and people analytics strategies.
6. Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, Power BI/analytics tools, case management, and related HRIS/People and Culture software.
7. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
8. Demonstrated ability to support and empower leaders to initiate and lead conversations about diversity, equity and inclusion;
9. Understanding of the higher education landscape, the role of diversity in a community college and dynamics of operating within the community the district serves;
10. Demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, and legislation;
11. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.

REQUIRED SKILLS AND QUALIFICATIONS

MINIMUM QUALIFICATIONS

EDUCATION:

An earned Master's degree from an accredited college or university with major course work in counseling, psychology, sociology, organizational development, or a related field.

EXPERIENCE:

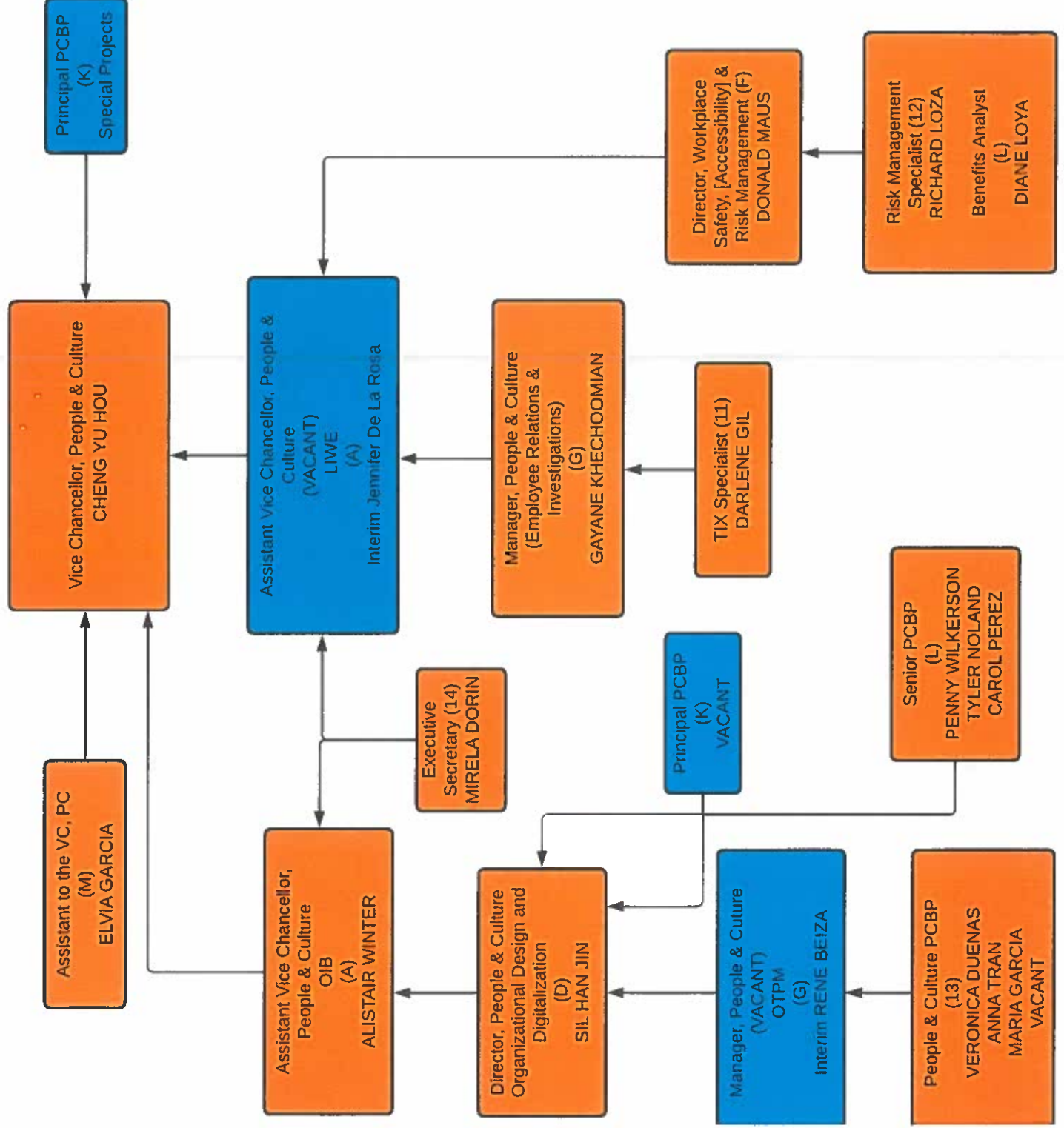
Five years of increasing responsible and related experience. All candidates must have evidence of responsiveness to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students, as these factors relate to the need for equity-minded practice in all college policies, practices and personnel.

Board Approved:

Revised:

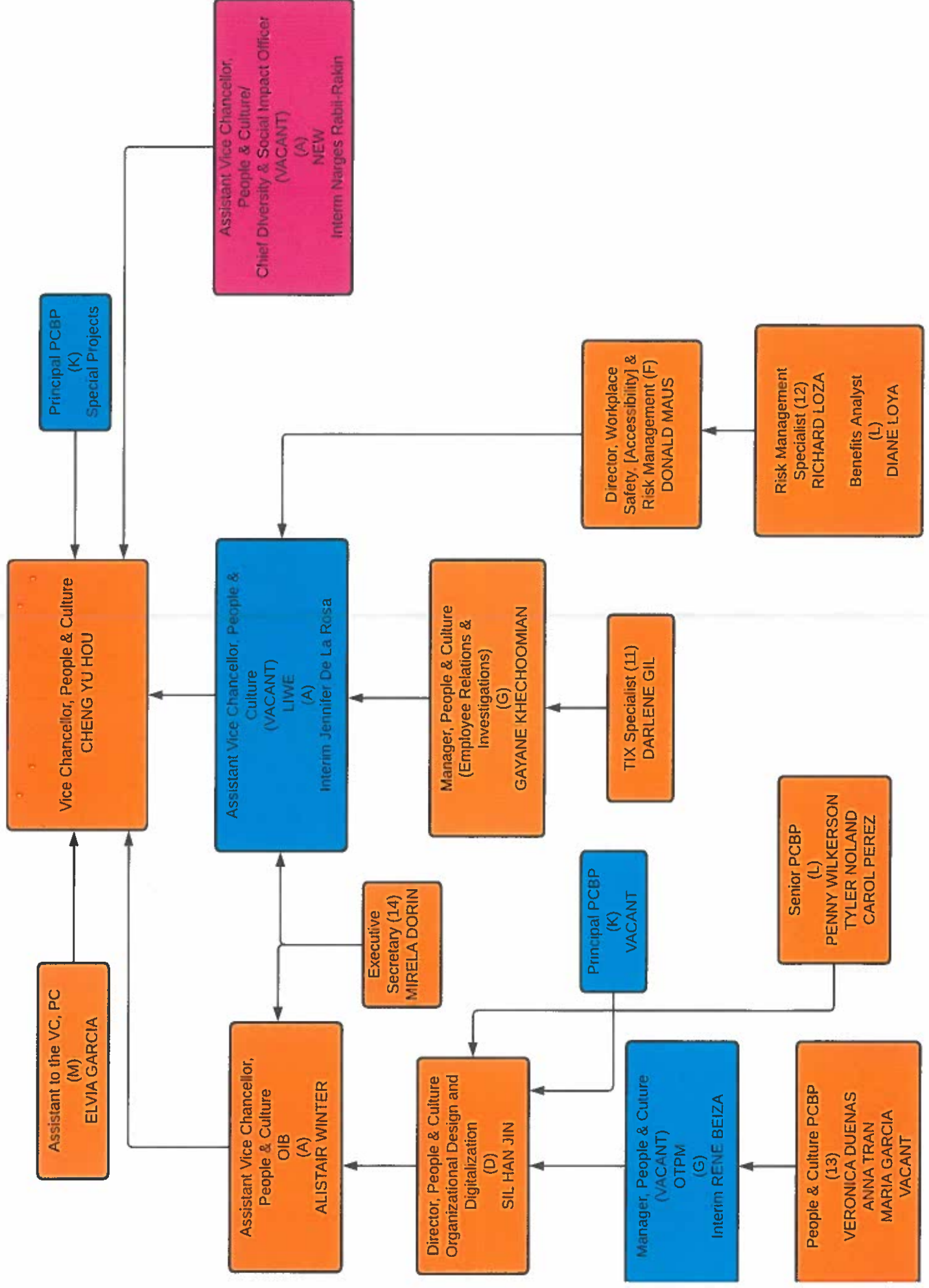
PEOPLE & CULTURE ORGANIZATION CHART

CURRENT



PEOPLE & CULTURE ORGANIZATION CHART

Proposed



RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - ACADEMIC CONTRACT & ACADEMIC ADMINISTRATORS

POSITION TITLE	AVC, P&C / DEIB and Social Impact.	
CLASS & STEP		ANNUAL COST
A5		\$ 207,721.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
STRS	16.920%	35,146.39	
MEDICARE	1.450%	3,011.95	
UNEMPLOYMENT	0.500%	1,038.61	
WORKERS COMP	1.500%	3,115.82	
ACTIVE RET. INS. COST	2.000%	4,154.42	
TOTAL TAX & BENEFIT COST	22.370%	\$ 46,467.19	\$ 46,467.19
TOTAL SALARY & BENEFIT COST			\$ 254,188.19

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (FARSCCD only)		1,750.00	
MEDICARE	1.450%	25.38	
UNEMPLOYMENT	0.500%	8.75	
WORKERS COMP	1.500%	26.25	
ACTIVE RET. INS. COST	2.000%	35.00	
TOTAL FRINGE BENEFIT COST	5.450%	\$ 1,845.38	\$ 1,845.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 207,721.00	186.95	
MEDICAL INSURANCE (see below)		37,490.00	
TOTAL INSURANCE COST		37,676.95	\$ 37,676.95

TOTAL COST OF POSITION	\$ 293,710.52
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BENEFITS =	\$ 85,989.52
BENEFIT COST AS A PERCENT OF CONTRACT =	41.40%

ACADEMIC ADMINISTRATORS (including Fringe amount)	Max	40,345.56	24,760.71	Average
FARSCCD 12 MONTH	Max	36,140.88	25,286.39	Average
FARSCCD 10 MONTH	Max	36,140.88	22,663.25	Average

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7340.2 Vacation for Management Employees (NEW)

Educational and classified administrators, classified managers and confidential employees accrue twenty-seven (27) vacation days for each full year of full-time service. Pro-rated vacation will be granted for periods of service of less than one year and/or less than full-time. The maximum vacation accrual shall be fifty-four (54) days or four hundred and thirty-two (432) hours. No vacation will be earned beyond fifty-four (54) days or four hundred and thirty-two (432) hours. Management employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

Management employees who reach the maximum limit shall submit an Online Absence Request Form for the purpose of getting below the limit. This request must be submitted within thirty (30) days of reaching the limit. Failure to comply with the thirty (30) day requirement may result in employees being scheduled off vacation time by their manager without consideration of employees' time preference.

The annual vacation accrual for Management employees is accrued on a monthly basis on the first of the month. Management employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month.

1. Vacation shall be in addition to other leaves and holidays granted by the Board of Trustees during any given fiscal year.
2. Requests for vacation leave must normally be submitted in writing, via the online absence reporting system and must be approved in advance by their immediate supervisor.
3. Denial of a request for vacation should be made on the online absence form with a reason for the denial as soon as possible after submission.
4. Upon separation from service or retirement, Management employees may use accrued vacation prior to the termination date; any unused accrued vacation shall be paid in a lump sum upon:
 - a. Termination/resignation or retirement from employment with the District; or
 - b. Change of status from Management employee to faculty.
5. Management employees may not elect to be paid in lieu of taking vacation leave, although the District shall allow the cash-out of up to 50% of a Management employee's annual vacation accrual in the event of documented hardship, upon approval of the Chancellor or designee. This is limited to one application per fiscal year.

Upon approval of this Administrative Regulation, existing Management employees who have in excess of four hundred and thirty-two (432) hours accrued vacation shall be allowed a period of six (6) months to use their excess vacation. At the end of six (6) months if they are still in excess of four hundred and thirty-two (432) hours they will not accrue any vacation until they are below the excess.

Illness During Vacation: Management employees who become ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. Management employees must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted on the online absence reporting system within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

Adopted: xxxxxx, 2022