



Rancho Santiago Community College District
District Council Meeting
December 6, 2021

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/97000481301>

669-900-6833 / 970 0048 1301

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

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

Agenda

1. Call to Order/Update Martinez
2. Approval of Minutes - **ACTION** Martinez
 - a. November 1, 2021 Meeting
3. Facilities Master Plan Update – **INFORMATION** Ingram/Matsumoto
4. Results of District Office Right Sizing Efforts – **INFORMATION** Perez/Ingram/Hou
5. SRP Savings Reconciliation – **INFORMATION** Ingram
6. Approval of Human Resource Items – **ACTION** Hou
 - a. Job Description – Web Designer
 - b. Job Description – Cloud Computing Specialist
 - c. Reorg #1245 – DO/SAC/Academic Affairs Human Services/Technology
7. Administrative Regulations – **ACTION**
 - a. AR 3300 Public Records Martinez
8. 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
9. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Isbell
 - b. Academic Senate - SCC Rutan
 - c. Classified Staff Martin
 - d. Student Government - SAC Luna
 - e. Student Government – SCC Neely

Next Meeting: January 31, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

November 1, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Absent
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Absent
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Scott James	Present
	Sheryl Martin	Absent
	Ambar Nakagami	Present
	Zina Edwards	Present
	Julio Luna	Present
	Elisabeth Neely	Present
Guests:	Adam O'Connor	

1. Call to Order
 - a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:32 p.m.
2. Approval of Minutes
 - a. It was moved by Dr. Flores, seconded by Ms. Edwards and, by roll call vote, carried unanimously with an abstention by Mr. James to approve the minutes of the October 4, 2021 meeting. Vice Chancellor Ingram was not present at the vote.
3. Approval of Human Resources Items
 - a. Job Description – Manager of People & Culture – Human Resources – Operations, Talent and Project Management: it was moved by Mr. Isbell, seconded by Dr. Flores, by roll call vote, the motion carried unanimously to approve the job description.
 - b. Reorg #1246 – DO/Human Resources: it was moved by Ms. Zarske, seconded by Dr. Ralston and, by roll call vote, carried unanimously to approve Reorg #1246.

4. Administrative Regulations

- a. AR 3310 Records Retention and Destruction – it was moved by Mr. Rutan, seconded by Ms. Zarske and, by roll call vote, carried unanimously to approve revisions to AR 3310 as presented.
- b. AR 6010 Equitable Opportunities for Business Enterprises – it was moved by Ms. Zarske, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve revisions to AR 6010 as presented.
- c. AR 6012 Sustainable Practices – it was moved by Ms. Edwards, seconded by Ms. Zarske and, by roll call vote, carried unanimously to approve revisions to AR 6012 as presented.
- d. AR 7400 Travel – it was moved by Mr. Isbell, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve revisions to AR 7400 as presented.
- e. AR 7325 COVID-19 Vaccination & Immunization Program – it was moved by Mr. Hou, seconded by Mr. Rutan and, by roll call vote, carried unanimously to approve revisions to AR 7325 as presented.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Isbell reported on the October 27 2021 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the October 13, 2021 meeting. The next meeting will be held on November 10, 2021.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the October 20, 2021 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the October 6, 2021 meeting conducted via email.
- e. Technology Advisory Group (TAG)
Mr. James reported on the October 7, 2021 meeting. The next meeting will be held on November 4, 2021.

5. 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 provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC ASG.

6. Other

- a. Chancellor Martinez reported that the district submitted an application for a grant established by SB169 to provide student housing.
- b. Chancellor Martinez reported that most all districts have had a decrease in enrollment and RSCCD had a 2% increase, which makes RSCCD an outlier. He congratulated all those who worked to turn our declining enrollment around and encouraged that these efforts continue.
- c. Chancellor Martinez announced that we will be hiring faculty for the 2022-2023 academic year.
- d. Mr. Martinez provided an update on the work of the Ad Hoc Board Committee on Redistricting which is guiding the redistricting effort based on the 2020 census to ensure compliance with the federal Voting Rights Act of 1965 and the California Voting Rights Act.
- e. Mr. Rutan requested that a chart on the results of the right sizing done throughout the district be placed on the December 6 District Council meeting agenda.

Next Meeting: The next meeting will be held on Monday, December 6, 2021.

Meeting Adjourned: 2:21 p.m.

Approved: December 6, 2021

SRP Savings Reconciliation	FD 11 Only			
	SAC	SCC	DO	Total
FY 2021/22				
<i>Back out</i>	6,589,518	4,000,599	3,662,281	14,252,398
<i>Cost of Backfill/Right Sizing Request</i>	(3,454,197)	(2,087,040)	(2,697,831)	(8,239,068)
Subtotal Savings Exc SRP Cost	3,135,321	1,913,559	964,450	6,013,330
<i>Est SRP 1 Cost</i>	(604,113)	(338,121)	(274,213)	(1,216,447)
<i>Est SRP 2 Cost</i>	(262,327)	(202,063)	(203,849)	(668,238)
Total Savings After Cost	2,268,882	1,373,375	486,388	4,128,645
	FD 11 Only			
Current SRP/Vacant positions	SAC	SCC	DO	Total
Administrator	11.72	5.00	10.51	27.22
Classified	38.92	20.24	10.00	69.16
Faculty	23.00	13.75	-	36.75
	73.64	38.99	20.51	133.13
Proposed SRP & Vacant replacements/New	SAC	SCC	DO	Total
Administrator	14.22	6.00	9.85	30.07
Classified	34.69	18.34	6.00	59.03
Faculty	1.00	1.00	-	2.00
	49.91	25.34	15.85	91.09
Percentage Filled	67.77%	64.99%	77.30%	68.42%

**WEB DESIGNER
JOB DESCRIPTION**

CLASS SUMMARY

Under minimum direction, applies user interface/experience principles to design, maintain, and modify websites and related content to ensure that they are easy to understand, navigate and use; implements web-based systems, content management systems and strategies related to internal and external websites in adherence with design standards and specifications; provides support, training, and service to content editors. May collaborate with marketing and publications teams in their digital marketing and publication efforts. Assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Conceptualizes and implements engaging, intuitive, and user-friendly website designs to enhance user experience and advance marketing and public relations' initiatives; develops, designs and optimizes visual imagery, creates original graphics and icons for digital marketing efforts and websites that adhere to branding standards; may design marketing landing pages and provide layout and editing assistance for departmental web pages; provides first-level technical support for websites and content management interfaces; teaches web skills and trains content editors, owners and authors on accessibility standards; serves as liaison with graphic artists and vendors in the design and development of websites and web campaigns; ensures websites meet Web Content Accessibility Guidelines (WCAG); uses accessibility testing tools to identify and resolve accessibility issues; designs and maintains site architecture, navigational user interfaces and structures, pages and tools; recommends configuration standards; determines and implements design parameters, style guides and visual standards; incorporates graphic user interface (GUI) features on websites; converts submitted materials to web documents, creates product graphic sketches, designs and copies layouts for online content as required; may determine size and arrangement of illustrative material, size and style of type and arrange layout based upon available space; publishes content to the web; enables content owner editing options and provides oversight on the design of web pages; coordinates with site content owners, authors and contributors to design and deliver website structures, creative concepts, and visual displays for websites and digital marketing efforts; presents a consistent visual image on the web by establishing and maintaining design guidelines, standards and best practices, including coding and maintenance using HTML, CSS, responsive design, modern coding languages, image archives and other modern coding technologies as appropriate; collaborates with the marketing team in search engine optimization (SEO), web forms, chat features and other functions that enhance user experience; communicates design ideas using process flows, site maps, and wireframes; coordinates as appropriate with back-end developers to ensure web and application logic is properly integrated; promotes file-naming standards so published files can be migrated to multiple platforms; collaborates with other web support and ITS staff to improve the effectiveness and efficiency of websites and content management system.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated Information Technology Services supervisor or administrator.

WEB DESIGNER
JOB DESCRIPTION - CONTINUED

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, or related field and four years of increasingly responsible experience in web design and maintenance. Experience may be substituted for education.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of: principles and applications of website design, including site responsiveness, web browsing and enhancement tools and applications, contemporary web authoring tools, web scripting languages, web server functions, configuration tools and procedures. Understanding of web-based and Content Management Systems; methods and techniques of editing, publishing, granting access and modifying web content; cross browser compatibility and cross platform issues. Knowledge of the principles of graphic layout, web design, color, typography, search engine optimization (SEO), User Experience and User Interface (UX/UI) design, accessibility, ADA requirements and Web Content Accessibility Guidelines (WCAG). Understanding of modern computer graphics design, video, multimedia and animation tools for web and mobile design, layout and aesthetic design principles; excellent English usage, grammar, spelling, punctuation and vocabulary.

Ability to: design, implement, and maintain a Content Management System; create and maintain both static and database driven web pages; ensure that applicable standards such as HTML validity and link liveliness are met; collaborate with management and team members to implement new website design projects; promote the proper use of HTML, CSS, responsive design and modern coding languages; ensure web pages have a consistent interface across multiple platforms; maintain ongoing design for multiple websites using templates, artwork, design standards and content management systems; utilize enterprise graphic design software and other visual design tools; translate institutional objectives into web solutions. Capability to effectively communicate creative ideas; plan, organize and execute work independently and lead projects to completion within established timelines; understand user interface issues; operate and use multi-platform personal computers; attend training and keep abreast of web developing standards; compile and maintain a Frequently Asked Questions (FAQ) page as required. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: Ability to use a computer workstation throughout the workday.

Board Approved:

**CLOUD COMPUTING SPECIALIST
JOB DESCRIPTION**

CLASS SUMMARY

Under minimum direction, primarily responsible for all Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) cloud platform resources districtwide. This includes but is not limited to the IaaS/PaaS infrastructure architecture, DevOps application standards, and cloud infrastructure security. Responsible for designing and deploying cloud and on-premise resources securely to support institutional operations. Serves as a liaison between the application development and network infrastructure teams to establish standards during resource migration, development and operations on all IaaS and PaaS cloud platforms. Assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Designs, develops and implements cloud-based solutions using private and public cloud platforms; provisions, operates and manages distributed applications and infrastructure resources using IaaS and PaaS cloud platforms along with on premise infrastructure; implements and manages delivery systems, provisions security controls, administers governance and compliance validation; defines and deploys monitoring utilities, tracks performance metrics and logging systems; provides ongoing maintenance of operational systems; develops Infrastructure as Code scripts for infrastructure design and security, configuration management, continuous integration, continuous deployment as well as performance monitoring and tuning; incorporates automation of infrastructure through the use of cloud orchestration software, containerization, cluster management technologies and high level use of object-oriented programming languages; works with other technical professionals to develop standards and implement best practices as it relates to on-premise, public and private IaaS and PaaS cloud platforms; responsible for high availability, business continuity, costing, deployment management, network design, data storage, security, scalability, elasticity, migration, and hybrid architecture for all cloud platforms.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager Information Technology Services supervisor or administrator.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field and four years of progressively responsible experience in cloud infrastructure administration, development, and/or programming responsibilities. Experience may be substituted for education.

**CLOUD COMPUTING SPECIALIST
JOB DESCRIPTION (CONTINUED)**

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Thorough understanding of current and emerging IaaS and PaaS cloud technologies, DevOps engineering and Continuous Integration/Continuous Delivery framework. Knowledge of multi-tier application architectures: load balancers, caching, web servers, application servers, databases, and networking. Working knowledge of one or more high-level object-oriented programming languages; modern server and desktop operating system administration; modern scripting languages. Understanding of deployment techniques and tools in a distributed environment; topics such as high availability and business continuity, costing, deployment management, network design, data storage, security, scalability, elasticity, cloud migration, and hybrid architecture; Software as a Service (SaaS), security, network design and development and/or programming; information security regulations such as FERPA, HIPPA and PCI. Industry standard certifications on Cloud technologies, modern server operating systems or computer networking are highly desirable.

Ability to: provide leadership and technical guidance to the district on architectural best practices throughout IaaS and PaaS cloud platform projects; identify and gather requirements, plan, lead, coordinate and conduct major projects or phases of projects; apply independent technical judgment to complex technical situations; coordinate schedules and resources with systems and network technicians, end users, enterprise applications and other technical services staff; diagnose and quickly respond to and resolve security issues and understand reasons for systems failures; maintain current knowledge of technological advances in the IaaS and PaaS cloud computing and related fields. Capability to maintain records, prepare reports, prioritize and schedule work; analyze situations accurately and adopt an effective course of action; work independently with little direction and support the district's efforts in securing information or electronic assets and enforcing directives as mandated by regulations and state and federal law. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: This position requires the ability to use computer workstations throughout the workday.

Board Approved:

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

Number # 1245 1of2
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: SAC/Academic Affairs/Human Services and Technology

Manager/Supervisor: Current: William Reardon; Proposed: Michael Hoang

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Media Systems Electronic Technician, Lead (John Tran) \$148,223	Media Systems Electronic Technician, Lead (John Tran) \$148,223
Media Systems Electronic Technician (Stephen Avila) \$112,938	Media Systems Electronic Technician (Stephen Avila) \$112,938
Media Systems Electronic Technician (Andy Nguyen) \$145,740	Media Systems Electronic Technician (Andy Nguyen) \$145,740

Current annual salary/benefits cost \$ 406,901 Proposed annual salary/benefits cost \$ 406,901
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_678000_54142_2130
(Attach necessary budget change forms)

Reason for reorganization:

See attached rationale document.

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.

Yes, ITS and Media Services. See attached rationale document.

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): JG *Craigie Perez* Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>Alistair Winter</i></u> Alistair Winter (Nov 5, 2021 10:16 PDT)	Business Operations (Signature/Date): <u><i>Adam O'Connor</i></u> TN Adam O'Connor (Nov 9, 2021 09:00 HST)
	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>Marvill Martinez</i></u> Marvill Martinez (Nov 30, 2021 06:41 PST)
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

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

Number # 1245 2of2
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: SCC/Administrative Services/Media Services

Manager/Supervisor: Current: Chuck Wales; Proposed: Thurman Brown

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Media Systems Electronic Technician (Emmanuel Huipe)	Media Systems Electronic Technician (Emmanuel Huipe)
Media Systems Electronic Technician (Vacant - Herrera) 19H/12Mo	To be re-organized by SCC at a later point

Current annual salary/benefits cost \$ 106,492 Proposed annual salary/benefits cost \$ 106,492
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_678000_54143_2130
(Attach necessary budget change forms)

Reason for reorganization:

See attached rationale document.

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.

Yes, ITS and Media Services. See attached rationale document.

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): JG Enrique Perez Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alistair Winter (Nov 5, 2021 10:16 PDT)</u>	Business Operations (Signature/Date): <u>Adam O'Connor (Nov 9, 2021 09:00 HST)</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 (Nov 30, 2021 06:41 PST)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Note: This effort is the result of years of planning. Discussions regarding this potential re-org started on August 2019 with SAC administration. Since then, this has been discussed at Chancellor's Cabinet in November and December of 2020. The college presidents supported the changes on January of 2021 and the effort was coordinated with SAC and SCC administration in March of 2021. Discussions with the Media Systems classified staff in scope have been taking place since this point and discussions with CSEA have taken place in August and October of 2021.

Rationale behind integration of Media Systems with Information Technology Services

Improving service delivery and support in the classroom is of paramount importance. Doing it efficiently is more important now than ever. There are current barriers affecting classroom support that negatively impact the experience of our students and faculty. For example, if there are issues with a media or projection system, an instructor may try to reach either the Media Services or ITS Help Desk team. Given that most audio-visual equipment is either connected or managed by a computer, the instructor will frequently have to contact another support team when it's determined the issue is related to that support area. As a result, problem resolution is often delayed; instructors have to place multiple calls for support, which impacts instruction and frustrates students, faculty and staff.

The support for computers, projectors, media systems and overall classroom technology would improve if they were all overseen by a single area under ITS. This is a common practice at multiple other California Community Colleges and other higher education institutions.

The work of ITS Technical Specialists and Media Systems Electronic Technicians is closely related and their job descriptions also include common elements. RSCCD would benefit most if these support teams were cross-trained on each other's areas of specialty, as allowed within their job classifications. In this manner, RSCCD would be able to support computing and audio-visual technology at the classroom in a more timely and efficient fashion with a single point of contact – the ITS Help Desk.

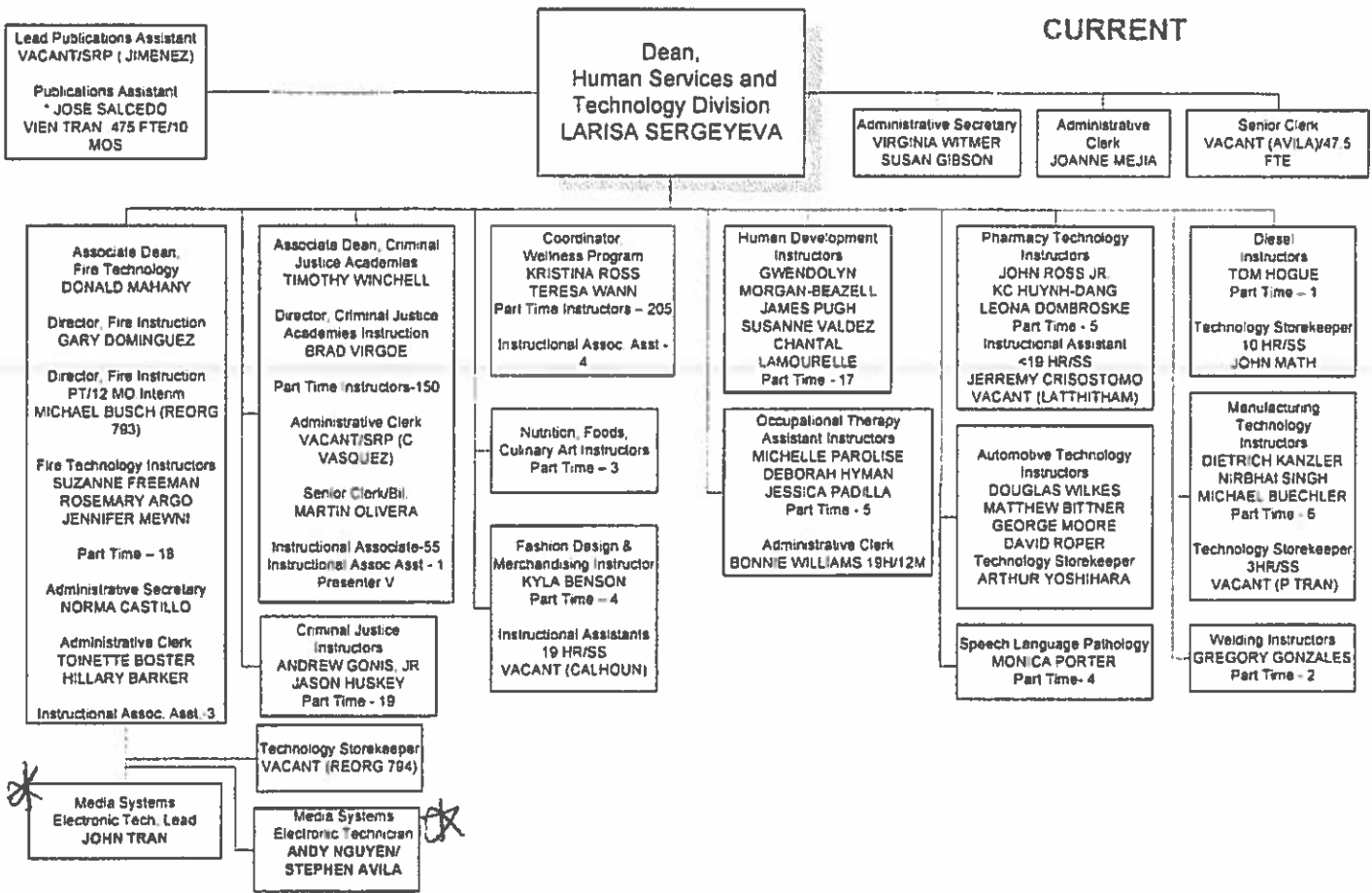
Having these groups continue to work closely together may also lead to cost savings advantages. For example, classroom lectern stations consist of a computer with a Blu-ray player connected to a media system. In the past, Media Systems had purchased external Blu-ray players to connect to a standard desktop computer at a cost of close to \$100 each. After a discussion with Media Systems, ITS has

configured a standard desktop with an internal Blu-ray player for an additional cost of only \$13 per computer.

Executing this change will improve support for both computing and audio-visual technology not only in the classroom, but also in the conference rooms and meeting areas used by faculty and staff districtwide. Efficiency and potential savings should be realized as expertise and knowledge are transferred. This reorganization should have a great and positive impact on students, faculty and staff.

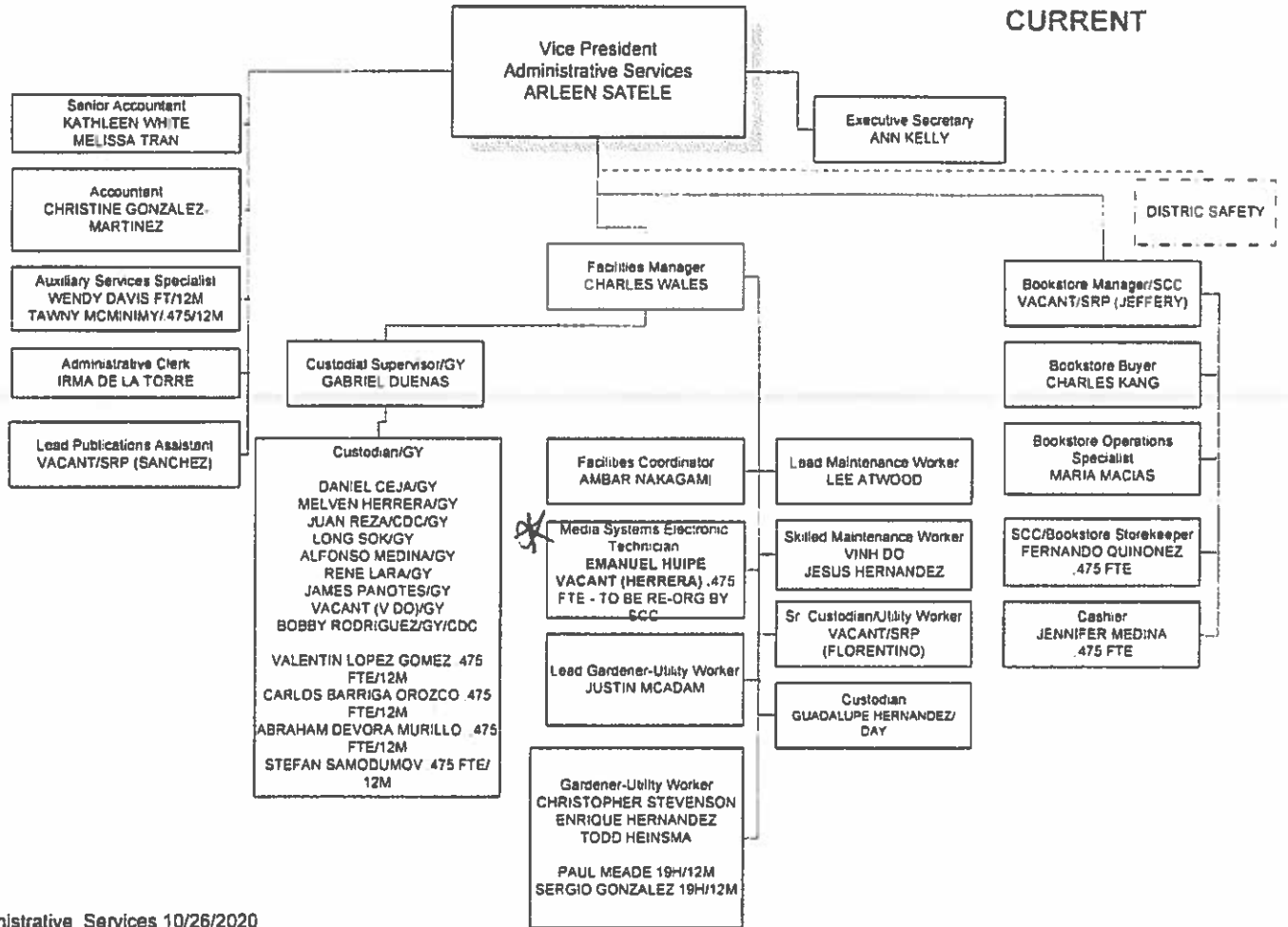
**Rancho Santiago Community College District
SANTA ANA COLLEGE
ACADEMIC AFFAIRS
HUMAN SERVICES & TECHNOLOGY DIVISION**

CURRENT



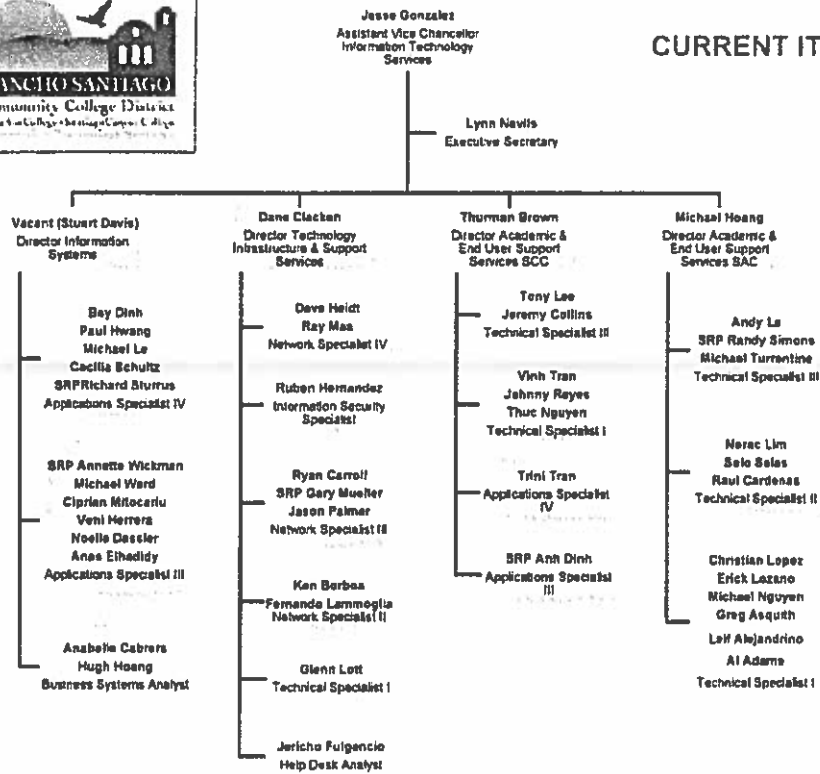
**Rancho Santiago Community College District
SANTIAGO CANYON COLLEGE
ADMINISTRATIVE SERVICES**

CURRENT



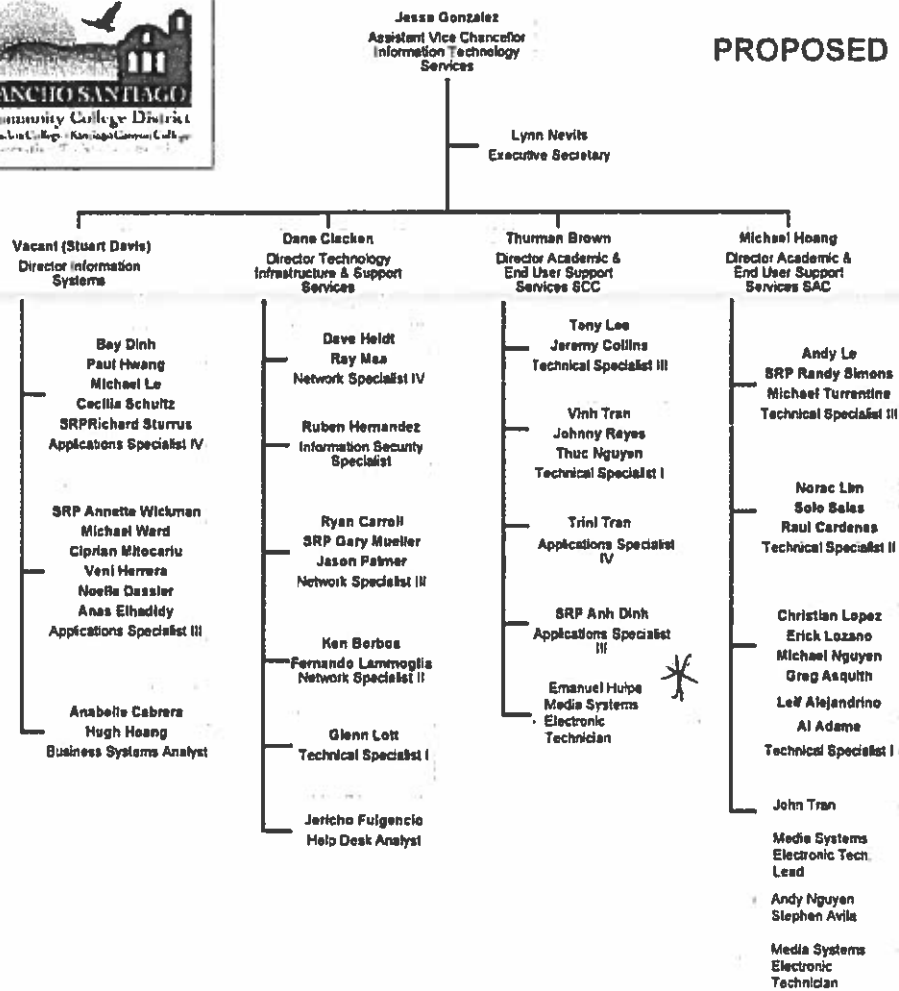


CURRENT ITS





PROPOSED ITS



RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Media Services Electronic Technician-Lead		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
John Tran 15/6 + 12.5% Longevity	\$ 7,888.670	12	\$ 94,664.04

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	21,687.53	
SOCIAL SECURITY	6.200%	5,869.17	
MEDICARE	1.450%	1,372.63	
UNEMPLOYMENT	0.500%	473.32	
WORKERS COMP	1.500%	1,419.96	
ACTIVE RET. INS. COST	2.000%	1,893.28	
TOTAL TAX & BENEFIT COST	34.560%	\$ 32,715.89	\$ 32,715.89
TOTAL SALARY & BENEFIT COST			\$ 127,379.93

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	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) \$	94,664.04	85.20	
MEDICAL INSURANCE (see below)		19,070.00	
TOTAL INSURANCE COST		19,155.20	\$ 19,155.20

TOTAL COST OF POSITION	\$ 148,209.88
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BENEFITS =	\$ 53,545.84
BENEFIT COST AS A PERCENT OF CONTRACT =	56.56%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Media Services Electronic Technician		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Stephen Avila 13/5	\$ 6,000.657	12	\$ 72,007.88

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	16,497.01	
SOCIAL SECURITY	6.200%	4,464.49	
MEDICARE	1.450%	1,044.11	
UNEMPLOYMENT	0.500%	360.04	
WORKERS COMP	1.500%	1,080.12	
ACTIVE RET. INS. COST	2.000%	1,440.16	
TOTAL TAX & BENEFIT COST	34.560%	\$ 24,885.93	\$ 24,885.93
TOTAL SALARY & BENEFIT COST			\$ 96,893.81

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	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) =	\$ 72,007.88	64.81	
MEDICAL INSURANCE (see below)		14,298.00	
TOTAL INSURANCE COST		14,362.81	\$ 14,362.81

TOTAL COST OF POSITION	\$ 112,931.37
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BENEFITS =	\$ 40,923.49
BENEFIT COST AS A PERCENT OF CONTRACT =	56.83%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Media Services Electronic Technician		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Andy Nguyen 13/6 + Swing + 7.5% Longevity (8 months)/10% Longevity (4 months)	\$ 7,144.080	12	\$ 85,728.96

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	19,640.50	
SOCIAL SECURITY	6.200%	5,315.20	
MEDICARE	1.450%	1,243.07	
UNEMPLOYMENT	0.500%	428.64	
WORKERS COMP	1.500%	1,285.93	
ACTIVE RET. INS. COST	2.000%	1,714.58	
TOTAL TAX & BENEFIT COST	34.560%	\$ 29,627.92	\$ 29,627.92
TOTAL SALARY & BENEFIT COST			\$ 115,356.88

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	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) \$	85,728.96	77.16	
MEDICAL INSURANCE (see below)		28,623.00	
TOTAL INSURANCE COST		28,700.16	\$ 28,700.16

TOTAL COST OF POSITION	\$ 145,731.79
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BENEFITS =	\$ 60,002.83
BENEFIT COST AS A PERCENT OF CONTRACT =	69.99%

Admn.. Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Media Services Electronic Technician		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Emmanuel Huipe 13/3	\$ 5,439.741	12	\$ 65,276.89

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	14,954.94	
SOCIAL SECURITY	6.200%	4,047.17	
MEDICARE	1.450%	946.51	
UNEMPLOYMENT	0.500%	326.38	
WORKERS COMP	1.500%	979.15	
ACTIVE RET. INS. COST	2.000%	1,305.54	
TOTAL TAX & BENEFIT COST	34.560%	\$ 22,559.69	\$ 22,559.69
TOTAL SALARY & BENEFIT COST			\$ 87,836.58

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	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 65,276.89	58.75	
MEDICAL INSURANCE (see below)		16,912.00	
TOTAL INSURANCE COST		16,970.75	\$ 16,970.75

TOTAL COST OF POSITION	\$ 106,482.08
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BENEFITS =	\$ 41,205.19
BENEFIT COST AS A PERCENT OF CONTRACT =	63.12%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM**

FISCAL YEAR: 2021-22

FUND TRANSFER NUMBER: _____

TO: FISCAL SERVICES

PROCESS DATE: _____

FROM: _____ / _____
Signature - Administrator College - Department Name

ENTERED BY: _____

DATE: 10/5/2021

It is requested that changes to budgeted funds be made as listed below:

CREDIT (From)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
11	0000	813000	15825	2130	94,664
11	0000	613000	15825	3215	21,688
11	0000	813000	15825	3315	5,963
11	0000	813000	15825	3325	1,395
11	0000	813000	15825	3415	19,156
11	0000	813000	15825	3435	1,924
11	0000	813000	15825	3515	490
11	0000	813000	15825	3615	1,443
11	0000	813000	15825	3915	1,500
TOTAL					148,223

Reason for Change: Reorg to move from SAC to DO - John Tran

Contact Person: _____
Name Phone No

DEBIT (To)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
11	0000	678000	54142	2130	94,664
11	0000	678000	54142	3215	21,688
11	0000	678000	54142	3315	5,963
11	0000	678000	54142	3325	1,395
11	0000	678000	54142	3415	19,156
11	0000	678000	54142	3435	1,924
11	0000	678000	54142	3515	490
11	0000	678000	54142	3615	1,443
11	0000	678000	54142	3915	1,500
TOTAL					148,223

Approval Signatures:

_____ Date

Resource Development (for Special Projects only)

_____ Date

President or Vice President

_____ Date

Fiscal Administrator

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM**

FISCAL YEAR: 2021-22

TO: FISCAL SERVICES

FROM: _____ / _____
Signature - Administrator College - Department Name

DATE: 10/5/2021

FUND TRANSFER NUMBER: _____

PROCESS DATE: _____

ENTERED BY: _____

It is requested that changes to budgeted funds be made as listed below:

CREDIT (From)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
11	0000	613000	15825	2130	72,008
11	0000	613000	15825	3215	16,497
11	0000	613000	15825	3315	4,558
11	0000	613000	15825	3325	1,087
11	0000	613000	15825	3415	14,383
11	0000	613000	15825	3435	1,471
11	0000	613000	15825	3515	370
11	0000	613000	15825	3815	1,104
11	0000	613000	15825	3915	1,500
TOTAL					112,938

DEBIT (To)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
11	0000	678000	54142	2130	72,008
11	0000	678000	54142	3215	16,497
11	0000	678000	54142	3315	4,558
11	0000	678000	54142	3325	1,087
11	0000	678000	54142	3415	14,383
11	0000	678000	54142	3435	1,471
11	0000	678000	54142	3515	370
11	0000	678000	54142	3815	1,104
11	0000	678000	54142	3915	1,500
TOTAL					112,938

Reason for Change: Reorg to move from SAC to DO - Stephen Avila

Approval Signatures:

Resource Development (for Special Projects only) _____ Date _____

President or Vice President _____ Date _____

Contact Person: _____

Name _____ Phone No. _____

Fiscal Administrator _____ Date _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM**

FISCAL YEAR: 2021-22

TO: FISCAL SERVICES

FROM: _____ / _____
Signature - Administrator College - Department Name

DATE: 10/5/2021

FUND TRANSFER NUMBER: _____

PROCESS DATE: _____

ENTERED BY: _____

It is requested that changes to budgeted funds be made as listed below:

CREDIT (From)

Fund XX	Project XXXX	TOPS XXXXX	Department XXXXX	Object XXXX	Amount
11	0000	813000	27110	2130	65,277
11	0000	813000	27110	3215	14,955
11	0000	813000	27110	3315	4,141
11	0000	813000	27110	3325	969
11	0000	813000	27110	3415	16,971
11	0000	813000	27110	3435	1,336
11	0000	813000	27110	3515	340
11	0000	813000	27110	3615	1,003
11	0000	813000	27110	3815	1,500
TOTAL					106,492

Reason for Change: Reorg to move from SCC to DO - Emmanuel Huipe

Contact Person: _____
Name Phone No

Signature: Jesse Gonzalez
Email: gonzalez_jesse@rscdd.edu

Signature: Debra Gerard
Email: gerard_debra@rscdd.edu

Signature: _____
Email: winter_alistair@rscdd.edu

DEBIT (To)

Fund XX	Project XXXX	TOPS XXXXX	Department XXXXX	Object XXXX	Amount
11	0000	678000	54143	2130	65,277
11	0000	678000	54143	3215	14,955
11	0000	678000	54143	3315	4,141
11	0000	678000	54143	3325	969
11	0000	678000	54143	3415	16,971
11	0000	678000	54143	3435	1,336
11	0000	678000	54143	3515	340
11	0000	678000	54143	3615	1,003
11	0000	678000	54143	3815	1,500
TOTAL					106,492

Approval Signatures: _____

Resource Development (for Special Projects only) _____ Date _____

President or Vice President _____ Date _____

Fiscal Administrator _____ Date _____

Signature: Thao Nguyen
Thao Nguyen (Nov 9, 2021 08:36 PST)
Email: Nguyen_Thao@rscdd.edu

Signature: _____
Email: gerard_debra@rscdd.edu

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3300 Public Records

Reference:

Government Code Sections 6250 et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor or the Chancellor's designee.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, Chancellor or designee will determine whether ~~or not~~ the records can be produced and will communicate the determination to the member of the public requesting the record(s).

Pursuant to Government Code section 6253.9 (b) the requester shall bear the cost of producing a copy of the record. A copying fee of \$.10 per page, plus applicable first class postage, may be charged to the requesting party. Oversized documents, such as blueprints, may require higher copying fees. If the request requires the District to either:

- a. produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or
- b. the request would require data compilation, extraction, or programming to produce the record

a fee to cover the salary and fringe benefit costs of programming and computer services necessary to produce the record may be charged to the requestor.

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254 [subdivision\(a\)](#))
- Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254 [subdivision \(b\)](#))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254 [subdivision \(c\)](#))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254 [subdivision \(g\).](#))
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254 [subdivision \(h\)](#))
- Internet posting of home address or telephone numbers of local elected officials. (Government Code Section 6254.21)
- Home addresses, home telephone number, cellular phone number and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3 [subdivision \(b\)](#))

- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in public bidding or an audit involving the public agency. (Government Code Section 6254.33)

Adopted: April 21, 2014
Revised: January 29, 2018
Revised: **xxxxxxxxxx, 2021**