



**PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**  
*POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District*

**A G E N D A**

**Wednesday, June 26, 2024, 3:30 pm – 5:00 pm**

<https://rscsd-edu.zoom.us/j/88439883333> OR dial 1-669-444-9171 / 884 3988 3333#

- I. WELCOME/CALL TO ORDER**
- II. \*APPROVAL OF MINUTES – Action**
  - a. May 22, 2024, regular meeting
- III. DISTRICT COUNCIL**
  - a. Update to June 3, 2024, meeting
  - b. Next meeting: July 15, 2024
- IV. \*2024-25 REQUESTS FOR RESOURCE ALLOCATION – Continued Discussion / Action**
  - a. **\*Educational Services**
    1. ITS (2 positions): 1. Network Specialist IV 2. Information Security Specialist
    2. ITS-Software Funding: 1. Distance Education Technology 2. Software Technology
    3. Public Affairs REORG: 1. Director of Creative Services 2. Publication Specialist 3. Graphic Designer
  - b. **\*Business Services**
    1. District Safety & Security (2 positions): 1. Senior Safety & Security Officer 2. Dispatcher
- V. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – Updates / Next steps**
  - Update from BIEC meeting: June 17, 2024
  - Board of Trustees meeting: June 24, 2024
- VI. \*2024-2025 MEETING SCHEDULE – Information / Continued Discussion**
- VII. \*GRANT DEVELOPMENT SCHEDULE – Information**
  - a. New Resource Development Initiatives
- VIII. OTHER**

*NEXT MEETING: Wednesday, July 24, 2024, 3:30 pm -virtual by Zoom*

*\*attachment provided*

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Dennise Rusk • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

## **RSCCD Mission Statement**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

### **2013 – 2024 RSCCD Goals**

#### **RSCCD Goal 1**

RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

#### **RSCCD Goal 2**

RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

#### **RSCCD Goal 3**

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

#### **RSCCD Goal 4**

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

#### **RSCCD Goal 5**

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

*Extension of goals 2013-2024 approved POE 4/26/23*



**PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**  
*POE is the district-level planning and accreditation oversight and coordinating committee  
that makes recommendations to District*

**MINUTES**

**Wednesday, May 22, 2024, 3:30 pm – 5:00 pm virtual by zoom**

Ms. Santoyo called the virtual meeting to order at 3:33 pm.

**I. WELCOME/CALL TO ORDER**

Present: Kelvin Leeds for Matthew Beyersdorf • Claire Coyne • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Nga Pham • Kristen Robinson • Dennise Rusk • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker  
Ms. Robinson and Mr. Sweeten were not present at roll call.  
Guests: Dr. Daniel Martinez, Dr. Chi-Chung Keung and Mary Law.  
Patricia Duenez present as record keeper.

**II. \*APPROVAL OF MINUTES – Action**

a. April 24, 2024, regular meeting

It was moved by Ms. Coyne; seconded by Ms. Pham and by roll call vote with abstention from Ms. Santoyo, to approve April 24, 2024, regular meeting minutes.

**III. DISTRICT COUNCIL**

- a. Update to May 6, 2024, meeting
  - b. Next meeting: June 3, 2024
- Mr. Rutan provided update.

**IV. CO-CHAIR ELECTION – Discussion / Action**

Election of Co-chair is outlined in membership as one academic Senate President serves as committee Co-chair for two-year term, alternating between the colleges. Ms. Claire Coyne received nomination for co-chair.

*Ms. Robinson arrived at this time.*

It was moved by Mr. Rutan; seconded by Ms. Pham and carried unanimously to elect Ms. Claire Coyne as Co-chair for a two-year term. Mr. Sweeten was not present for the vote.  
Term is effective July 1, 2024.

**V. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) / RSCCD  
COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN &  
COLLEGE EDUCATIONAL MASTER PLANS – Updates**

- Next meeting: May 29, 2024

Ms. Pham provided update.

For consistency to name of plans, it was suggested to remove 'Master' from title of 4 plans. This is only a title change. Content remains same.

*Ms. Coyne by chat: The Santa Ana College Comprehensive Educational Plan*

*Mr. Voelcker by chat: RSCCD Comprehensive Plan/ SAC Comprehensive Plan / SCC Comprehensive Plan*

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Dennise Rusk • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

This item was changed to a voting item.

It was moved by Ms. Coyne; seconded by Mr. Rutan and carried unanimously to approve removing ‘Master’ from 4 plans.

Ms. Coyne will reach out to Leisa Schumacher for most updated SAC copy.

Ms. Pham will reach out to Dr. Jason Parks for updated SCC copy.

**VI. \*GRANT DEVELOPMENT SCHEDULE – Information**

a. New Resource Development Initiatives

Ms. Santoyo reported on May Grant Schedule and reported her office creating onboarding packages to meet with project managers and administrators.

*Mr. Sweeten arrived at this time.*

**VII. \*2024-2025 MEETING SCHEDULE – Information**

2024-2025 meeting schedule was on agenda as an informational item.

Discussion ensued on faculty off contract months (January, June, July, and December) and meeting schedule of other participatory governance committees.

It was suggested Co-chairs identify if July meeting is needed. Co-chairs to also identify when in person meeting is needed, depending on agenda items.

*Kelvin Leeds by chat: The December 18 meeting is also off contract.*

*Dennise Rusk: As a student I can't do June and July due to summer classes (and if it is in-person)*

It was suggested to move 2024-2025 Meeting Schedule to June agenda for further discussion and vote.

**VIII. OTHER**

Next meeting scheduled for Wednesday, June 26, 2024, 3:30 pm virtual by zoom.

*\*attachment provided*

Ms. Santoyo called the meeting adjourned at 4:15 pm.

Approved: June 26, 2024

Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Budget	1. Distance Education Technology	\$621,053.72	The pandemic generated an additional annual technology expenditure that has averaged close to \$700K, with a peak of \$806K in FY21-22 and an estimated \$672K for FY23-24. These additional costs are related to the expansion of Distance Education offerings and hybrid work. Although the pandemic is over, the increase in online class offerings is not anticipated to be reduced to pre-pandemic levels. The last few years, these additional expenditures have been paid using one time funds through federal and state COVID relief funding. As one time funds are going away, it is critical to obtain permanent ongoing funding for these technologies.	Distance Education courses will be severely affected. Remote tutoring, counseling, virtual labs, proctoring and communication technology tools available to students will be reduced to a point where it may be impossible for the colleges to offer these courses. Face to face classes will have to be reverted back to at least pre-pandemic levels. Internet access for students in need will no longer be available.
Classified	2. Network Specialist IV	\$202,368.26	<p>Cyber security and building systems demands are driving the need for additional staffing within the Infrastructure team. The state Chancellor's Office now requires annual data security remediation reports and ongoing risk assessments. Most of the issues found in risk assessments require a systems technician to resolve them. According to Educause, a national organization supporting IT in education, the average staffing in two-year colleges should be 4.4. per 1,000 Full Time Equivalent (FTE) staff, faculty and students. Average local staffing across the CCC system is 3.2. The ratio for RSCCD is 2.9 (accounting for figures of 1,519.8 faculty and staff FTEs and 15,657.44 FTE students in Fall 2022). The infrastructure team has not gotten any additional capacity for close to 10 years, while district technology demands have continued to increase.</p> <p>In addition, several building infrastructure technologies that have been implemented districtwide, which require technology systems management, have been expanding and growing. This includes the swipe card door access control system, building management systems, and video surveillance systems. This systems are managed today by a mix of internal resources and consulting services. However, the growth of these systems is enough to require a full time resource.</p>	<p>The Infrastructure team will continue to be stretched balancing between daily system and network support tasks and remediation of data security issues. Issues related to ITS timeliness of response and availability of assistance outlined on the District Survey will be further affected. The district's ITS department will continue to be below the average staffing levels for the CCC system. The ITS infrastructure team would be operating with the same staffing levels it had for the last tan years, despite growing technology and data security demands.</p> <p>Building infrastructure technologies such as the swipe card door access control system, building management systems, and video surveillance systems will need to continue to be managed in a limited capacity through a combination of consulting and internal resources.</p>
Budget	3. Software Technology	\$90,868.05	Human Resource has asked ITS to request centralized funding for Neogov through ITS. Neogov is used for recruitment and performance management.	Recruitment for new positions will be severely affected. Evaluation management could not be moved to be done through Neogov.
Classified	4. Information Security Specialist	\$27,368.26	The more that the District grows in size, the higher the number of devices connected to our network and applications required for academic and business purposes. This technology increase carries an element of technology risk that needs to be mitigated with the use of cybersecurity staff.	The District will continue to have a single dedicated resource for cybersecurity, which is not enough to secure the thousands of additional computing devices added as a result of growth. In addition, the district will not be leveraging the annual \$175,000 given to all Districts to strengthen their security posture. This could lead to data security issues and downtime.

1. Distance Education Technology

<b>TOTAL RESOURCE REQUEST</b>	\$621,053.72
-------------------------------	--------------

2. Network Specialist IV

Position	Annual Cost	Notes
Network Specialist IV	\$ 202,368.26	
<b>TOTAL RESOURCE REQUEST</b>	\$	202,368.26

3. Software Technology

Cost Item	Annual Cost	Notes
Software	\$90,868.05	
<b>TOTAL RESOURCE REQUEST</b>		\$90,868.05

4. Information Security Specialist

Position	Annual Cost	Notes
Information Security Specialist	\$ 202,368.26	
Ongoing funding from State CO	\$ 175,000.00	The district is only responsible for covering the difference
<b>TOTAL RESOURCE REQUEST</b>	\$	27,368.26

Vendor Name	Service	Description	FY 24-25 Prior Estimate	FY 24-25 Current Estimate Districtwide Black=Actual	Increase/Decrease from last estimate Black=Actual	SAC's Total Cost FY24-25	SCC's Total Cost FY 24-25	SAC's Portion of the Funding Required Prior to June 30, 2024	SCC's Portion of the Funding Required Prior to June 30, 2024	Notes
BlackBeltHelp	BlackBeltHelp Virtual Helpdesk	Virtual one-stop-service for students	N/A. this will become a CEC expenditure only	N/A. this will become a CEC expenditure only	N/A	N/A	N/A	N/A	N/A	
Ocelot		AI Chatbot for student support	\$149,325.00	\$149,325.00	\$0.00	\$82,225.00	\$67,100.00	None	None	Due in April 2025
ConexEd	Cranium Café	Online student services platform remote counseling, student helpdesk support and tutoring	N/A. This will be replaced by Ocelot	N/A. This will be replaced by Ocelot	N/A	N/A	N/A	N/A	N/A	
Foundation for California Community College (FCCC)	NetTutor	Online tutoring service	\$29,095.00	\$35,650.00	\$6,555.00	\$13,800.00	\$21,850.00	\$13,800.00	\$21,850.00	STAC/STARTE, due June 15, 2024
Foundation for California Community College (FCCC)	Proctorio	Online proctoring	\$43,065.00	\$40,600.00	-\$2,465.00	\$33,600.00	\$7,000.00	\$33,600.00	\$7,000.00	STAC/STARTE, due June 15, 2024
Foundation for California Community College (FCCC)	Pronto	Online student engagement platform	\$74,995.54	\$93,325.00	\$18,329.46	\$63,203.25	\$30,122.30	\$63,203.25	\$30,122.30	STAC/STARTE, due June 15, 2024
Foundation for California Community College (FCCC)	Namecoach LTI	Student DEI - name pronunciation services	\$40,099.40	\$39,713.00	-\$386.40	\$26,895.00	\$12,818.00	\$26,895.00	\$12,818.00	STAC/STARTE, due June 15, 2024
Foundation for California Community College (FCCC)	Student Internet Hotspots	Internet connectivity for students	\$66,115.50	\$0.00	-\$66,115.50	\$0.00	\$0.00	\$0.00	\$0.00	Each college is now handling issuance of hotspots
Foundation for California Community College (FCCC)	Student Adobe Licenses	Adobe Creative Suite student licenses for remote use	\$88,695.02	\$224,000.00	\$135,304.98	\$154,224.00	\$69,776.00	\$77,112.00	\$34,888.00	Six months of coverage for 2,235 students needed prior to June 30, 2024. (Half of \$224,000 estimate).
Golden Star Technology, Inc	TeamViewer	Remote connectivity tool to support personal devices	\$7,413.64	\$7,020.50	-\$393.14	\$4,833.61	\$2,186.89	\$4,833.61	\$2,186.89	
Techstrata LLC	Pulse Secure Networks VPN Appliance	remote.rscd.edu connectivity for all employees	\$31,420.22	\$31,420.22	\$0.00	\$21,632.82	\$9,787.40	\$21,632.82	\$9,787.40	
	<b>Grand Totals</b>		<b>\$530,224.32</b>	<b>\$621,053.72</b>	<b>\$90,829.41</b>	<b>\$400,413.69</b>	<b>\$220,640.59</b>	<b>\$241,076.69</b>	<b>\$118,652.59</b>	

# RSCCD

# 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

NETWORK SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 10,942.340	12	\$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.880%</b>	<b>\$ 47,113.34</b>	<b>\$ 47,113.34</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 178,421.42</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,308.84</b>	<b>\$ 22,308.84</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 202,368.26</b>
-------------------------------	----------------------

BENEFITS =	<b>\$ 71,060.18</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>54.12%</b>

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

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



Vendor Name	Service	Description	FY 24-25 Estimate
Modern Campus	Omni CMS	Web Content Management System to replace SharePoint	\$0.00
NEOGOV	NEOGOV	Recruitment and performance management software for P&C	\$90,868.05
	<b>Grand Totals</b>		<b><u>\$90,868.05</u></b>

# RSCCD

# 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

INFORMATION SECURITY SPECIALIST			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 10,942.340	12	\$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.880%</b>	<b>\$ 47,113.34</b>	<b>\$ 47,113.34</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 178,421.42</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,308.84</b>	<b>\$ 22,308.84</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 202,368.26</b>
-------------------------------	----------------------

BENEFITS =	<b>\$ 71,060.18</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>54.12%</b>

CSEA	Max	<b>36,449.16</b>	<b>22,190.66</b>	AVERAGE
------	-----	------------------	------------------	---------

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

Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Management	2. Director of Creative Services	\$ 42,580.92	Over the past 5 years, the roles and responsibilities of the current Graphics Manager have expanded to encompass a more strategic role in the visual brand identity for RSCCD, SAC, and SCC. These roles included but were not limited to the development of the mission of the department and working with stakeholders within the District and influencers in the community and the State.	The ability to serve our colleges and district with changing technological trends in communications will not be realized without the investment in a Creative Services Director. Visual identity has progressed to the point that it is now more than just graphics. Our lives are now impacted with the dominance of video and sound within the creative process. Additionally, the growth of AI in design demands a leader who can embrace these changing realities and bring this capability to our colleges and district.
Classified	4. Publication Specialist	\$9,805.53	The pandemic of 2020 caused a shift in the work flow of our area. As such, the demands that once served the role of the Publications Technician became more aligned with that of the Publications Specialist.	The incumbent has faithfully worked alongside the current Publications Specialist to the point where their roles are identical. As such, the incumbent has worked out of class for the district with no additional compensation. This action will correct that inequity and bring her in alignment with her daily workflow management.
Classified	Graphic Designer	\$10,604.50	The current position of desktop publishing technician is an obsolete job description. Advances in computer technology have eliminated the functions of a desktop publisher to that of a Graphic Designer. New skills are needed to meet the capabilities afforded to us by the advances in technology.	Desktop publishing is no longer a valid skill set for today's world. Colleges are no longer producing desktop publishers and instead are graduating Graphic Designers. We need this reclassification to meet the growing need of our colleges and district for today's audiences. In the past there have been questions and lack of clarity in how the roles of Graphic Designer and Desktop Publishing Technician differ and how they overlap. These questions will continue as long as this position exists.

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

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

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

Site/Department/Division: District Office/Educational Services/ Public Affairs & Publications

Manager/Supervisor: Dr. Chi-Chung Keung / Vice Chancellor, Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Graphic Communications Manager, Grade H, Step 3 (Delete)	Director of Creative Services, Grade E, Step 4 (Add)

Current annual salary/benefits cost \$ 220,483.33 Proposed annual salary/benefits cost \$ 279,385.26

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

Reason for reorganization:

Reclassification to reflect actual work and experience of the position managing the graphic communication department.

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: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</i> ):	Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):
Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):	Chancellor's Council Approval ( <i>Signature/Date</i> ):
CSEA ( <i>Signature/Date</i> ):	CSEA ( <i>Signature/Date</i> ):

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

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

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

Site/Department/Division: District Office/Educational Services/ Public Affairs & Publications

Manager/Supervisor: Dr. Chi-Chung Keung / Vice Chancellor, Enrique Perez

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Director of Graphic Communiations, Grade H, Step (Delete)	Director of Creative Services, Grade F, Step 4 (Add)

Current annual salary/benefits cost \$ 220,483.33 Proposed annual salary/benefits cost \$ 263,064.25

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

Reason for reorganization:

Reclassification to reflect actual work and experience of the position managing the graphic communication department.

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: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</i> ):	Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):
Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):	Chancellor's Council Approval ( <i>Signature/Date</i> ):
CSEA ( <i>Signature/Date</i> ):	CSEA ( <i>Signature/Date</i> ):

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

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

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

Site/Department/Division: District Office/Educational Services/Public Affairs & Publications

Manager/Supervisor: Dr. Chi-Chung Keung/ Vice Chancellor, Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
SAC Desktop Publishing Technician (Vacant/SRP, Delete)	Graphic Designer (Add)
SCC Desktop Publishing Technician (Vacant, Delete)	
Administrative Clerk (Vacant/SRP, Delete)	
Manager of Publications and Electronic Media (Vacant/SRP, Delete)	

Current annual salary/benefits cost \$ 121,812.32 Proposed annual salary/benefits cost \$ 132,416.82

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

Reason for reorganization:

Removing vacant positions and adding new position to perform the work required in the digital media and publication departments.

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: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</i> ):	Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):
Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):	Chancellor's Council Approval ( <i>Signature/Date</i> ):
CSEA ( <i>Signature/Date</i> ):	CSEA ( <i>Signature/Date</i> ):

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

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

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

Site/Department/Division: District Office / Educational Services / Public Affairs & Publications

Manager/Supervisor: Dr. Chi-Chung Keung / Vice Chancellor, Enrique Perez

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Reprographics Technican (DELETE, Reclassification)	Publications Specialist (ADD, Reclassification)

Current annual salary/benefits cost \$ 131,512.73 Proposed annual salary/benefits cost \$ 141,318.25

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

Reason for reorganization:

Position to be reclassified to reflect that actual work required and performed.

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: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</i> ):	Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):
Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):	Chancellor's Council Approval ( <i>Signature/Date</i> ):
CSEA ( <i>Signature/Date</i> ):	CSEA ( <i>Signature/Date</i> ):

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

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

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

Site/Department/Division: District Office/Educational Services/ Public Affairs & Publications  
 Manager/Supervisor: Dr. Chi-Chung Keung / Vice Chancellor, Educational Services

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Brand Strategy Manager, Grade I, Step 4 (Add)
	Video Content Creator, Grade 13, Step 3 (Add)

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ **333,137.26**

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

Reason for reorganization:

Adding new positions to perform the work required in the digital media and publication departments

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.

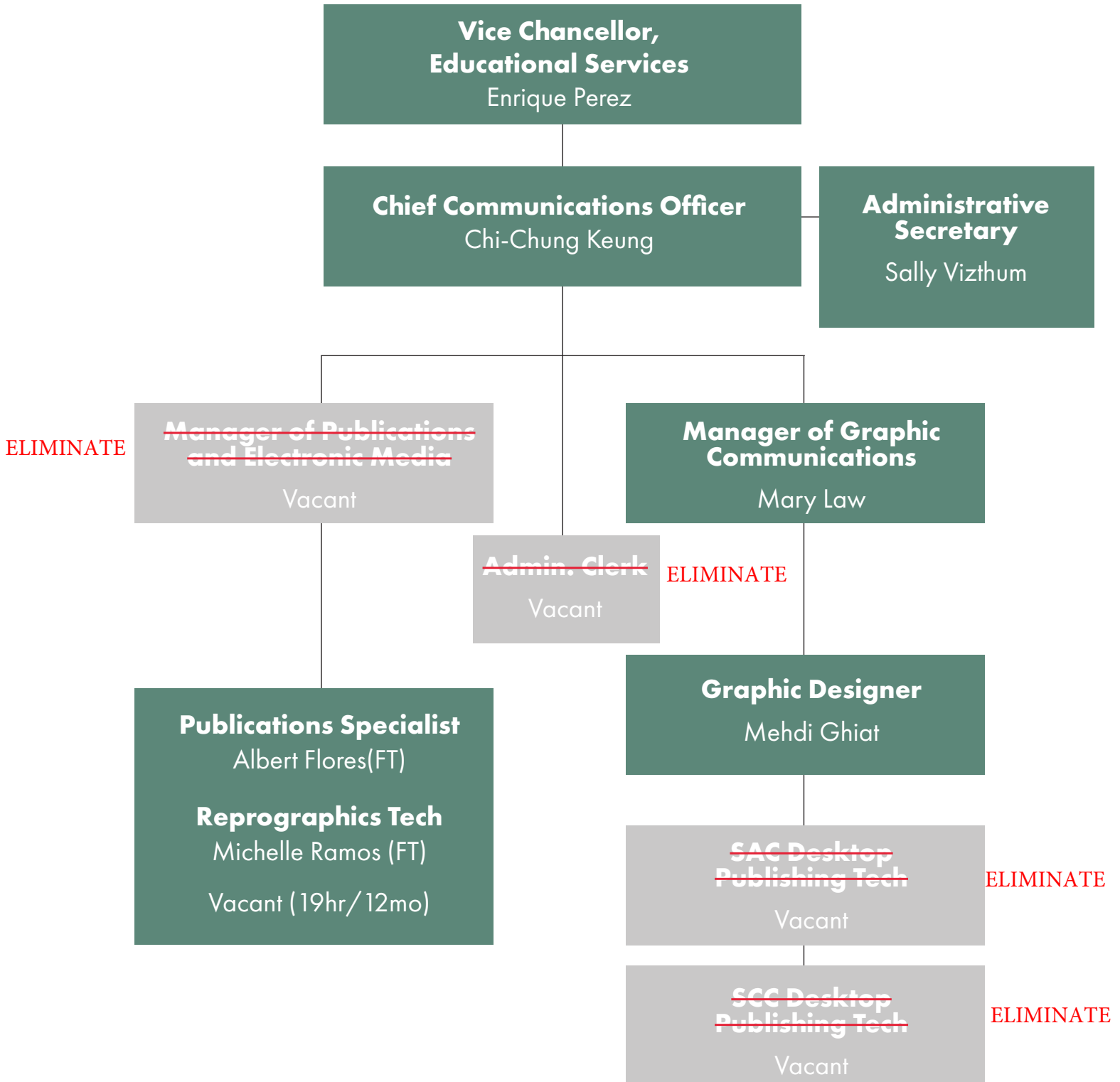
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (*District Cabinet Member*): \_\_\_\_\_ Date: \_\_\_\_\_

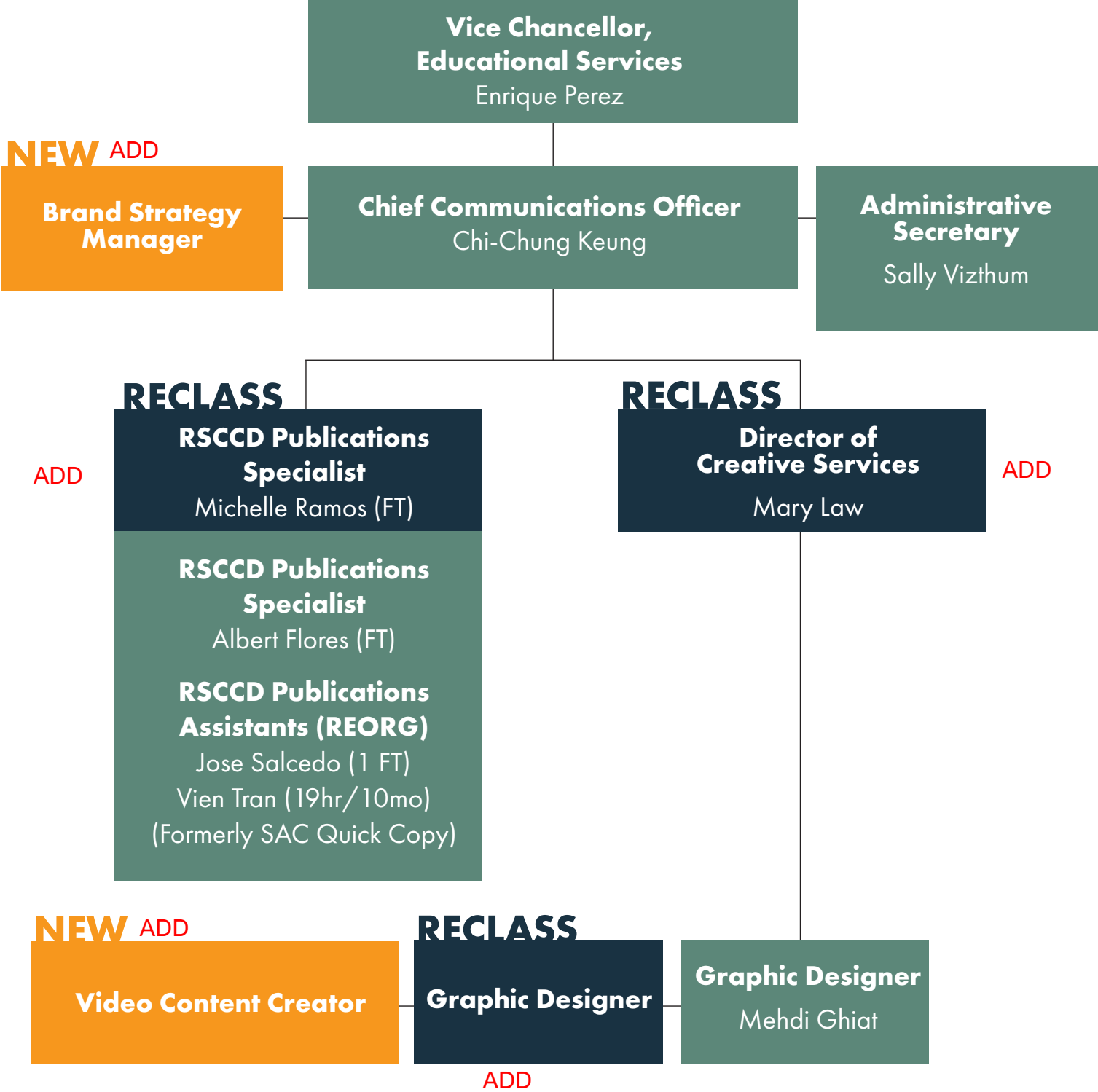
SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</i> ):	Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):
Chancellor's Cabinet Approval ( <i>Signature/Date</i> ):	Chancellor's Council Approval ( <i>Signature/Date</i> ):
CSEA ( <i>Signature/Date</i> ):	CSEA ( <i>Signature/Date</i> ):



# On-Record/Current



# Proposed



RSCCD

2023-2024 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

<b>POSITION TITLE</b>	<b>Graphic Communications Manager (Mary Law)</b>		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H/Step 3	\$ 10,588.183	12	\$ 127,058.20

<b>SALARY RELATED TAX/BENEFITS</b>	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	33,899.13	
SOCIAL SECURITY	6.200%	7,877.61	
MEDICARE	1.450%	1,842.34	
UNEMPLOYMENT	0.050%	63.53	
WORKERS COMP	1.500%	1,905.87	
ACTIVE RET. INS. COST	0.750%	952.94	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 46,541.42</b>	<b>\$ 46,541.42</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 173,599.62</b>

<b>FRINGE BENEFITS COST</b>	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		1,992.00	
SOCIAL SECURITY	6.200%	123.50	
MEDICARE	1.450%	28.88	
UNEMPLOYMENT	0.050%	1.00	
WORKERS COMP	1.500%	29.88	
ACTIVE RET. INS. COST	0.750%	14.94	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 2,190.20</b>	<b>\$ 2,190.20</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 127,058.20	114.35	
MEDICAL INSURANCE (see below)		44,579.16	
<b>TOTAL INSURANCE COST</b>		<b>44,693.51</b>	<b>\$ 44,693.51</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 220,483.33</b>
-------------------------------	----------------------

BENEFITS =	\$ 93,425.13
BENEFIT COST AS A PERCENT OF CONTRACT =	73.53%

Admn., Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
-----------------------------	-----	-----------	-----------	---------

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

## RSCCD

## 2024-2025 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director of Creative Services		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade E/Step 4	\$ 14,012.503	12	\$ 168,150.03

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	46,745.71	
SOCIAL SECURITY	6.200%	10,425.30	
MEDICARE	1.450%	2,438.18	
UNEMPLOYMENT	0.050%	84.08	
WORKERS COMP	1.500%	2,522.25	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 62,215.52</b>	<b>\$ 62,215.52</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 230,365.55</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 168,150.03	151.34	
MEDICAL INSURANCE (see below)		45,242.93	
<b>TOTAL INSURANCE COST</b>		<b>45,394.27</b>	<b>\$ 45,394.27</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 279,385.26</b>
-------------------------------	----------------------

BENEFITS =	\$ 111,235.23
BENEFIT COST AS A PERCENT OF CONTRACT =	66.15%

Admn., Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
-----------------------------	-----	-----------	-----------	---------

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

RSCCD

## 2024-2025 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director of Creative Services		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade F/Step 4	\$ 13,020.393	12	\$ 156,244.72

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	43,436.03	
SOCIAL SECURITY	6.200%	9,687.17	
MEDICARE	1.450%	2,265.55	
UNEMPLOYMENT	0.050%	78.12	
WORKERS COMP	1.500%	2,343.67	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 57,810.54</b>	<b>\$ 57,810.54</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 214,055.26</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 156,244.72	140.62	
MEDICAL INSURANCE (see below)		45,242.93	
<b>TOTAL INSURANCE COST</b>		<b>45,383.55</b>	<b>\$ 45,383.55</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 263,064.25</b>
-------------------------------	----------------------

BENEFITS =	\$ 106,819.53
BENEFIT COST AS A PERCENT OF CONTRACT =	68.37%

Admn., Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
-----------------------------	-----	-----------	-----------	---------

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA Revised August 2013

## MANAGER/DIRECTOR OF, GRAPHIC COMMUNICATIONS/CREATIVE SERVICES

### CLASS SUMMARY

Responsible for managing and coordinating the preparation and production of all district ~~graphic~~ visual communications. Directly supervises the district graphic design ~~and~~, desktop publishing, ~~and~~ web content design staff and related functions. Assumes and performs other duties as required.

### REPRESENTATIVE DUTIES

Plans, organizes, schedules, directs and supervises the operations of graphic production, ~~and~~ desktop publishing, web design content maintenance; establishes a district-wide creative vision and directs its execution through graphic designers, ~~and~~ desktop publishers, and web content design staff; institutes district-wide graphic standards/visual identity standards, graphic standards and branding system; creates, coordinates, integrates and selects content and design elements of major district publications; consults with management, faculty and staff on their publications-reprographic, and design, video and visual communications -needs; supports district-wide design needs by performing design services, development, editing, and file manipulation as needed; has a complete understanding and keeps abreast of policies, programs, and priorities of the district; is aware of developments in the application of technology to graphic communications/graphic design, video and new media, and web, as well as the equipment and techniques for effective production of complex print publications; develops and/or assists in oversees the development of visual and interactive content and campaigns for use on web sites, social media and various other media platforms; reviews, edits and organizes electronic content; develops and recommends policies and procedures for the efficient organization and operation of the graphic communications/creative services -unit; prepares budget requests and monitors approved budgets; oversees acquisition of third party design vendors for print, digital and multimedia/new media service; supervises the maintenance of equipment, inventory and supplies; oversees vendor contracts and ensures quality of services; reviews requests for equipment purchases and makes appropriate recommendations; develops plans for improving graphic design ~~and~~, desktop publishing, and web content/new media -services and makes appropriate recommendations; oversees district communications efforts of variable sizes as they pertain to graphic development, vendor contracting, web content/new media production, and creative conceiving; assists in the selection of staff; provides for in-service training; assigns, supervises, and evaluates staff; supervises and maintains department records; develops plans for improving graphic communications in the district through the use of appropriate graphic techniques. Ensure brand and visual identity adherence in all forms of visual communication and messaging; -Oversees department-wide use of proper customer service practices.

Formatted: Font: 12 pt

### ORGANIZATIONAL RELATIONSHIPS

This ~~manager-director~~ reports to the Director of Communications and Publication/Chief Communications Officers and supervises staff, as well as student workers and interns. Consults with faculty, staff, management and administrative personnel on electronic, video, print and design needs and coordinates production/development, production, and fulfillment. Interfaces with administrators and staff in the planning, design and coordination of major publications and campaigns.

### DESIRABLE QUALIFICATION GUIDE-MINIMUM QUALIFICATIONS

#### Training and Experience

Formatted: Line spacing: Multiple 1.08 li

ADD

Any combination of education and experience equivalent to a bachelor's degree in graphic design/fine art, and a minimum of five (5) years professional experience [leading a creative team in the areas of](#) graphic design, [and multimedia-new media](#) production, ~~print~~ production or a related area. Experience working in an educational environment is desirable.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA

Revised October 29, 2021

MANAGER, GRAPHIC COMMUNICATIONSDIRECTOR OF CREATIVE SERVICES  
cont'd

**Knowledge and Abilities**

Thorough knowledge of: elements and principles of design and graphic communications; [principles of marketing and communications as applied to design and video production](#); principles of electronic and print production; [web design principles, practices, trends and techniques](#); current trade practices, procedures, terminology, equipment and techniques required for various effects; composition and layout techniques; computer applications for web page production; the uses, operation, and maintenance of graphic design, [video](#), and photographic equipment; procedures, terminology, equipment and techniques required for design and layout of printed pieces and web documents; principles of planning, organizing, scheduling.

Knowledge of: principles of training and supervision; principles of production layout and efficient flow of work; record keeping, costing and filing; sources, ordering procedures and organizational systems for electronic media, [publications](#), graphic design, [video](#) and photographic supplies and archives; English, spelling, punctuation and grammar.

Familiarity with: principles of public relations and their relationship to graphic design, [creative development, video and social engagement, and production, and reprographic services](#).

Ability to: plan, schedule and organize projects; prepare layouts, comprehensives, and final art for print production; [Ability to: plan, layout and organize the work of a publications center; Knowledge in implementation and management of proper customer service practices](#); operate photographic, graphic design and related equipment; train, supervise and evaluate personnel; communicate effectively; establish and maintain effective working relationships with faculty, management, staff, students and vendors; plan production schedules; conceptualize design and translate into specific visual content consistent with stated objectives; maintain records and make reports; evaluate processes and products and make recommendations for improvement.

Skills: proficiency in the operation of [multimedia, new media](#), photographic, ~~and~~ graphic design production equipment including computer applications in electronic/print productions.

Formatted: Font: Times

Formatted: Font: Times



# RSCCD 2023-2024 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

<b>POSITION TITLE</b>	<b>SAC Desktop Publishing Technician</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade 12 Step 3	\$ 5,704.383	12	\$ 68,452.59

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	26.680%	18,263.15	
SOCIAL SECURITY	6.200%	4,244.06	
MEDICARE	1.450%	992.56	
UNEMPLOYMENT	0.050%	34.23	
WORKERS COMP	1.500%	1,026.79	
ACTIVE RET. INS. COST	0.750%	513.39	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 25,074.18</b>	<b>\$ 25,074.18</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 93,526.77</b>

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

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 68,452.59	61.61	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,252.27</b>	<b>\$ 22,252.27</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 117,428.29</b>
-------------------------------	----------------------

<b>BENEFITS =</b>	<b>\$ 48,975.70</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>71.55%</b>

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

# RSCCD 2023-2024 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	SCC Desktop Publishing Technician		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 12 Step 3	\$ 5,704.383	12	\$ 68,452.59

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	18,263.15	
SOCIAL SECURITY	6.200%	4,244.06	
MEDICARE	1.450%	992.56	
UNEMPLOYMENT	0.050%	34.23	
WORKERS COMP	1.500%	1,026.79	
ACTIVE RET. INS. COST	0.750%	513.39	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 25,074.18</b>	<b>\$ 25,074.18</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 93,526.77</b>

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

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 68,452.59	61.61	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,252.27</b>	<b>\$ 22,252.27</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 117,428.29</b>
-------------------------------	----------------------

BENEFITS =	\$ 48,975.70
BENEFIT COST AS A PERCENT OF CONTRACT =	71.55%

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

# RSCCD 2023-2024 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 3	\$ 5,187.862	12	\$ 62,254.34

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	16,609.46	
SOCIAL SECURITY	6.200%	3,859.77	
MEDICARE	1.450%	902.69	
UNEMPLOYMENT	0.050%	31.13	
WORKERS COMP	1.500%	933.82	
ACTIVE RET. INS. COST	0.750%	466.91	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 22,803.78</b>	<b>\$ 22,803.78</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 85,058.12</b>

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

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 62,254.34	56.03	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,246.69</b>	<b>\$ 22,246.69</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 108,954.06</b>
-------------------------------	----------------------

BENEFITS =	\$ 46,699.72
BENEFIT COST AS A PERCENT OF CONTRACT =	75.01%

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

# RSCCD

# 2023-2024 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

<b>POSITION TITLE</b>	<b>Manager of Publications and Electronic Media</b>		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H/Step 4	\$ 11,117.592	12	\$ 133,411.10

<b>SALARY RELATED TAX/BENEFITS</b>	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,594.08	
SOCIAL SECURITY	6.200%	8,271.49	
MEDICARE	1.450%	1,934.46	
UNEMPLOYMENT	0.050%	66.71	
WORKERS COMP	1.500%	2,001.17	
ACTIVE RET. INS. COST	0.750%	1,000.58	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 48,868.49</b>	<b>\$ 48,868.49</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 182,279.59</b>

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

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 133,411.10	120.07	
MEDICAL INSURANCE (see below)		23,985.21	
<b>TOTAL INSURANCE COST</b>		<b>24,105.28</b>	<b>\$ 24,105.28</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 210,035.21</b>
-------------------------------	----------------------

BENEFITS =	\$ 76,624.11
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>57.43%</b>

Admn., Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
-----------------------------	-----	-----------	-----------	---------

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

## RSCCD

## 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Graphic Designer		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 14 Step 3	\$ 6,577.178	12	\$ 78,926.13

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	21,941.46	
SOCIAL SECURITY	6.200%	4,893.42	
MEDICARE	1.450%	1,144.43	
UNEMPLOYMENT	0.050%	39.46	
WORKERS COMP	1.500%	1,183.89	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 29,202.66</b>	<b>\$ 29,202.66</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 108,128.79</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 78,926.13	71.03	
MEDICAL INSURANCE (see below)		22,579.00	
<b>TOTAL INSURANCE COST</b>		<b>22,650.03</b>	<b>\$ 22,650.03</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 132,416.82</b>
-------------------------------	----------------------

BENEFITS =	\$ 53,490.69
BENEFIT COST AS A PERCENT OF CONTRACT =	67.77%

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Santa Ana, California

CLASS SPECIFICATION  
Revised January 2005

## **GRAPHIC DESIGNER**

### **CLASS SUMMARY**

Plans, designs, illustrates and produces visual media for marketing and public relations purposes using computer hardware and software as well as traditional graphics methods. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **REPRESENTATIVE DUTIES**

Conducts or participates in the planning, development and production of graphics materials to meet organization's communication needs; designs and produces layouts for publications such as brochures, folders, newsletters, invitations, mailers and other printed materials that adhere to district graphic standards and deadlines. Coordinates printing needs with district print shop and external vendors to ensure quality and cost-effective printing. Takes photographs on location and art directs special purpose photography sessions and coordinates with outside photography vendors. Provides support with electronic visual media. Consults with organization staff and provides technical graphics advice, translating those needs into visual application for print or multi-media. Presents layouts for approval and formally presents final products to organization staff. Troubleshoots system hardware and software problems. Maintains electronic graphics design system components such as laser printers, scanners, disk drives and modems. Archives electronic production files. Stays current with design trends, technological developments and professional practices.

### **ORGANIZATIONAL RELATIONSHIP**

This position reports to appropriate department administrator, providing substantial support to the communications team in the development of creative concepts and original artwork.

### **Experience and Education**

Any combination of education and experience equivalent to a bachelor's degree in fine arts/graphic arts and two years experience in graphic arts production. Knowledge of print and other visual media production processes.

### **Desired Skills**

Proficient with graphic design and image manipulation applications, page layout programs, web development software programs such as Illustrator or equivalent applications. Demonstrable skill with digital single-lens reflex (SLR) cameras.

**ADD**  
(1 Full-time position)

# RSCCD 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Publication Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 14 Step 3	\$ 6,577.178	12	\$ 78,926.13

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	21,941.46	
SOCIAL SECURITY	6.200%	4,893.42	
MEDICARE	1.450%	1,144.43	
UNEMPLOYMENT	0.050%	39.46	
WORKERS COMP	1.500%	1,183.89	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 29,202.66</b>	<b>\$ 29,202.66</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 108,128.79</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 78,926.13	71.03	
MEDICAL INSURANCE (see below)		22,579.00	
<b>TOTAL INSURANCE COST</b>		<b>22,650.03</b>	<b>\$ 22,650.03</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 132,416.82</b>
-------------------------------	----------------------

BENEFITS =	\$ 53,490.69
BENEFIT COST AS A PERCENT OF CONTRACT =	67.77%

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised January 2005

## **PUBLICATIONS SPECIALIST**

### **CLASS SUMMARY**

Under general supervision – assists in planning, coordinating, scheduling and inspecting the work performed by all publications personnel including typesetters, lithographers and reprographics technicians; performs skilled work in the operation of a variety of offset and related photographic and duplicating equipment for the preparation and duplication of a wide variety of printed materials; confers and interacts with faculty and staff; performs other related duties as assigned.

### **REPRESENTATIVE DUTIES**

Assists in planning, coordinating, scheduling and inspecting the work performed by publications personnel; instructs subordinate employees in the proper and safe use of materials and equipment; confers with and assists faculty and college personnel in preparing camera ready copy.

Operates offset camera and duplicating equipment in the reproduction of a wide variety of printed materials, including multi-color work; prepares negatives and plates for offset press; performs opaquing and masking; mixes printing chemicals; inventories printing supplies; operates other equipment as necessary, such as photocopy, binding, collating, jobbing, cutting, and paper drilling equipment; may supervise student assistants; adjusts, cleans, and makes minor repairs to offset duplicating equipment; keeps abreast of new lithographic and binding processes in the printing industry. The offset duplicating equipment are the 1250 Multilith and T-51 color head, 2850 multigraph press, and the 25” Harris with micro-flo water system

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager in the Publications department, may direct subordinate employees and student workers, and may assist faculty, other college personnel and other students in preparing camera-ready copy. This is a working lead position over all the workstations in the publications area.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to four years journey level duties in printing shops involving experience in the operations of camera, stripping, plate-making, and a wide variety of publications equipment.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised January 2005

### **PUBLICATIONS SPECIALIST cont'd**

#### **Knowledge and Abilities**

Journey level knowledge of: principles of supervision; operation and maintenance of offset duplicating equipment; proper trade practices, procedures, terminology and techniques required for various effects; various types of inks, paper stock and other supplies used, their characteristics, best uses and limitations; principles, tools, materials, and equipment used in binding and finishing.

Ability to: set up, adjust, and operate offset duplicating equipment and other equipment used; clean and maintain equipment in good working condition; prepare material for photographic; organize work and estimate time and materials required; estimate needed supplies; learn new procedures and the operation of new equipment rapidly; understand and carry out written and oral instructions.

License: valid California Motor Vehicle Operator's License.

Skills: proficiency in the operation of modern offset printing equipment, lifting and pushing heavy boxes of paper.

## RSCCD

## 2024-2025 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Brand Strategy Manager		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade I Step 4	\$ 10,925.488	12	\$ 131,105.86

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	36,447.43	
SOCIAL SECURITY	6.200%	8,128.56	
MEDICARE	1.450%	1,901.03	
UNEMPLOYMENT	0.050%	65.55	
WORKERS COMP	1.500%	1,966.59	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 48,509.16</b>	<b>\$ 48,509.16</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 179,615.02</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		1,992.00	
SOCIAL SECURITY	6.200%	123.50	
MEDICARE	1.450%	28.88	
UNEMPLOYMENT	0.050%	1.00	
WORKERS COMP	1.500%	29.88	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 2,175.26</b>	<b>\$ 2,175.26</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,105.86	118.00	
MEDICAL INSURANCE (see below)		24,404.95	
<b>TOTAL INSURANCE COST</b>		<b>24,522.95</b>	<b>\$ 24,522.95</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 206,313.23</b>
-------------------------------	----------------------

BENEFITS =	\$ 75,207.37
BENEFIT COST AS A PERCENT OF CONTRACT =	57.36%

Admn., Superv/Mang. & Conf.	Max	44,049.23	23,985.21	AVERAGE
-----------------------------	-----	-----------	-----------	---------

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

**Job Title:** Brand Strategy Manager

**Reports To:** Chief Communications Officer

**Position Summary:** The Brand Strategy Manager at the Rancho Santiago Community College District will be responsible for developing and implementing brand strategies to ensure consistent messaging and content representation across all communications channels. Reporting directly to the Chief Communications Officer, the Brand Strategy Manager will play a pivotal role in shaping the district's brand identity and enhancing its reputation.

**Key Responsibilities:**

1. Develop and execute comprehensive brand strategies to promote the Rancho Santiago Community College District's mission, vision, and values.
2. Collaborate with various departments and stakeholders to understand their goals and objectives and align brand strategies accordingly.
3. Work in coordination with our Director of Creative Services to develop and maintain brand guidelines, ensuring consistent use of messaging, tone, and visual elements across all communications materials.
4. Conduct market research and analysis to identify emerging trends, competitive landscapes, and opportunities for brand differentiation.
5. Perform in-depth competitive analysis of neighboring districts to unveil prevailing market trends, competitor strategies, and differentiators.
6. Monitor and evaluate the effectiveness of brand strategies through key performance indicators (KPIs) and metrics, adjusting approaches as needed to optimize outcomes.
7. Provide guidance and support to internal teams and external partners to ensure adherence to brand standards and messaging.
8. Serve as a brand ambassador, internally and externally, fostering a deep understanding and appreciation for the district's brand identity.
9. Stay abreast of industry best practices and emerging technologies related to brand management and communications.

**Qualifications:**

1. Bachelor's degree in marketing, communications, business administration, or a related field. Master's degree preferred.
2. Proven experience (3+ years) in brand management, marketing, or communications, preferably within the education sector or a similar industry.
3. Strong strategic thinking and analytical skills, with the ability to translate insights into actionable brand strategies.

ADD

4. Excellent written and verbal communication skills, with a keen eye for detail and a passion for storytelling.
5. Demonstrated project management abilities, with the capacity to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
6. Collaborative mindset with the ability to work effectively in cross-functional teams and build relationships at all levels of the organization.
7. Knowledge of digital marketing platforms, social media trends, and content management systems.
8. Familiarity with web analytics tools (e.g., Google Analytics) and data-driven decision-making processes.

# RSCCD 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Video Content Creator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grad 13 Step 4	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.800%	20,807.32	
SOCIAL SECURITY	6.200%	4,640.48	
MEDICARE	1.450%	1,085.27	
UNEMPLOYMENT	0.050%	37.42	
WORKERS COMP	1.500%	1,122.70	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>37.000%</b>	<b>\$ 27,693.19</b>	<b>\$ 27,693.19</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 102,539.67</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 74,846.48	67.36	
MEDICAL INSURANCE (see below)		22,579.00	
<b>TOTAL INSURANCE COST</b>		<b>22,646.36</b>	<b>\$ 22,646.36</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 126,824.03</b>
-------------------------------	----------------------

BENEFITS =	\$ 51,977.55
BENEFIT COST AS A PERCENT OF CONTRACT =	69.45%

CSEA	Max	39,153.71	22,190.66	AVERAGE
------	-----	-----------	-----------	---------

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA  
Created on February 12, 2024

## Video Content Creator

### CLASS SUMMARY

Under supervision of Director of Creative Services, this position is responsible for a wide variety of technical activities involved in the production of promotional and informational new media including video, photography, animation, and streaming; coordinates and participates in pre-production, production, and post-production activities; works collaboratively with faculty, staff, students, leadership, and outside community organizations providing expertise in studio and field new media productions.

### REPRESENTATIVE DUTIES

Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address college or district needs and changing college or district practices.

Consult and coordinate with assigned faculty, staff, and leadership the production, direction, streaming, posting, and/or broadcasting of promotional content, meetings, and programs including, but not limited to outreach communications, interviews, social engagement videos and animations, paid media, student, campus and district culture videos, educational/informational shows, sports events, and others; as necessary and appropriate to assignment.

Plan, organize, and ensure that deadlines are met and the products meet client needs; review technical quality of programs/videos/photography/animation that may be provided to Creative Services and make recommendations for improvements; ensure content produced is in compliance with established regulations, licensee standards, copyright restrictions, and College/District brand standards.

Assist in recommending and developing goals, objectives, and procedures for new media production; research new and emerging technological advancements and recommend purchases in accordance with established policies and budget constraints.

Advise faculty, staff, and leadership on available media production services and capabilities; assist in developing programs and projects that meet their needs, goals, and objectives.

Assist faculty and staff in script development; serve as point person for production scheduling both in-house and contracted new media production projects.

Coordinate and participate with faculty and staff during studio and field productions and requested media products; produce, write, and direct audio and video for distribution via cable or internet; coordinate with personnel and subjects involved in productions; respond to questions from clients; meet with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to student involvement; assist and coordinate with faculty and staff as related to all productions, activities, and events in classroom settings;

Provide video, graphics or digital still images for placement on campus/district monitors or new media channels as assigned.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA  
Created on February 12, 2024

## Video Content Creator cont'd

**Commented [KC1]:** I'm wondering if we can delete this and keep it more general. I'm not a fan of putting this person in a place where he/she is doing classroom events

**Commented [LM2R1]:** I'd like to keep this. We do film in classrooms and it's a different animal when it comes to coordination. They will definitely need to be filming in classrooms for promotional footage. They WON'T be filming in instructional settings (like for distance education, etc.)

Assist in development of program schedule for the college's media efforts

As assigned, ensure that videos produced are closed-captioned.

Participate with staff in the installation, operation and maintenance of a variety of equipment, computers, and applications including microphones, recording and playback hardware and software, cameras, monitors, control units, editors, lighting and other equipment; demonstrate proper use and operation of equipment; evaluate and recommend major equipment and software purchases, repair and replacement.

Maintain accurate inventory of media equipment; schedule equipment use; record loaned and borrowed equipment; ensure proper condition upon return; maintain inventory records.

Assist in purchasing equipment and supplies as assigned; research products; coordinate purchases with other divisions including public information, purchasing, accounting, and ITS; work with vendors in the acquisition of equipment, computer hardware and software.

Attend and participate in professional group meetings; review publications, journals and literature to stay abreast of changing communication technologies and philosophies related to assigned area of responsibility.

Interact with Board Members, the Chancellor, the College Presidents, faculty members, support staff, outside agencies, and members of the community as appropriate to assignment; respond to questions and inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Coordinate the receiving and/or delivery of new media files to and from other entities.

Maintain and update college media outlet schedules, websites, and other publications, as necessary.

Perform related duties as required.

#### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director of Creative Services and works alongside creative and technical staff, as well as student workers and interns. Consults with faculty, staff, management and administrative personnel on new media services including but not limited to video and audio production, photography, animation, and streaming/multistreaming live and recorded content. Interfaces with administrators and staff in the planning, design and coordination of major publications.

#### **MINIMUM QUALIFICATIONS**

##### **TRAINING AND EXPERIENCE**

Any combination of education and experience equivalent to a bachelor's degree in graphic design/fine art, and a minimum of five (5) years professional experience in communications, new media production, videography, broadcasting, or a related area. Experience working in an educational environment is desirable.

#### **DESIRABLE KNOWLEDGE and SKILLS**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

SANTA ANA, CALIFORNIA

Created on February 12, 2024

### **Video Content Creator** cont'd

- Pertinent federal, state, and local laws, codes, and regulations; confidentiality requirements when dealing with personal and sensitive information; legal requirements related to the area of assignment.
- Proficiency in professional video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) to cut, trim, and enhance footage.
- Understanding camera settings, framing, and composition to capture high-quality footage.

- Understanding audio as part of the content creation process
- Ability to edit and enhance audio quality, removing background noise, and ensuring clear sound.
- Knowledge of basic lighting techniques to create visually appealing and well-lit videos.
- Skill in adjusting colors and tones to achieve a consistent and polished look.
- Basic knowledge of creating and incorporating motion graphics and visual effects.
- Understanding video formats, codecs, and compression settings for optimal online streaming or sharing.
- Organizing and managing large video files efficiently.
- Ability to craft engaging narratives to capture and retain the audience's attention.
- Writing compelling and effective scripts for video content.
- Basic graphic design skills for creating thumbnails, banners, and other visual elements.
- Proficient animation skills and knowledge of animation software including Adobe AfterEffects, Animate, and Character Animator
- The ability to research topics thoroughly to provide accurate and valuable content.
- Staying informed about current trends and understanding what resonates with the target audience.
- Knowledge of strategies to engage and interact with the audience through comments, social media, etc.
- Ability to adapt to changes and trends in the digital landscape.
- Understanding how to optimize video content for search engines.
- Analyzing video performance metrics and using insights for future content improvement.
- Strong Communication and Collaborative Skills
- Keeping up with the latest trends, technologies, and platform policies.
- Willingness to learn and improve skills continuously.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices used in troubleshooting various hardware and software application problems.
- Techniques for providing a high level of customer service including methods and techniques of proper telephone and email etiquette.
- Techniques to facilitate effective interaction with people on an individual or group basis.



**Business Services FY 2024-25 Budget Requests**

Proposed Position	Proposed Cost	Responsible Duties	Impact of Not Having Position
Senior Safety & Security Officer (armed)	121,683.00	Reports to a Sargeant within the chain of command to the Chief, District Safety & Security engaged in routine patrol of campus, centers, and/or District Service Office buildings and parking lots, enforces parking regulations, issues citations, etc.	SAC and SCC have only 2 officers on duty at all times. Currently, the Department does not have enough full-time staff to provide optimal (or even minimal) coverage at both campuses, all centers, and the District Operations Center during business/class hours. This poses a potentially severe risk in the event of an emergency. Last Spring, the Department was prevented from using an outside temp agency to supply officers when needed. The alternative is to hire permanent full-time officers
Dispatcher	101,525.00	Reports to the Lieutenant within the chain of command to the Chief, District Safety & Security engaged in answering and routing calls, etc for assistance to the appropriate officer or agency. Triages requests for emergency assistance, coordinate communication among emergency response agencies e.g., fire, police, etc., clerical work as needed.	Dispatchers are a critical link between the public and the responding officers. There are only 2 Dispatch clerks, both stationed at SCC. Which leaves the public window at SAC Safety unstaffed during potential critical times. There is no relief if one or both of the Dispatchers is off work due to illness or vacation. This requires pulling an officer from patrol to work dispatch.

**TOTAL STAFFING  
REQUEST COST**

\$ 223,208.00

**Business Services**  
**Annual Program Review Summary**

**RSCCD's planning and resource allocation process is driven by the college mission, institutional outcomes, and Education Master Plan goals. This process intends to link Program Review, Outcomes Assessment, and Resource Allocation**

Program/Department: **District Office, Business Services**

Report Prepared By (Name and Title): **Iris Ingram, Vice Chancellor**

Date: **November 2, 2023**

1. Progress Report: Review Previous Year's Institutional Review

Instructions: Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.\*

**\*DS&S has set a goal to fill vacancies expeditiously. DS&S has also requested additional officers and support staff in order to provide better coverage for our campuses. Safe campuses enhance student success since they are free to focus on their education without fear of becoming a victim or crime.**

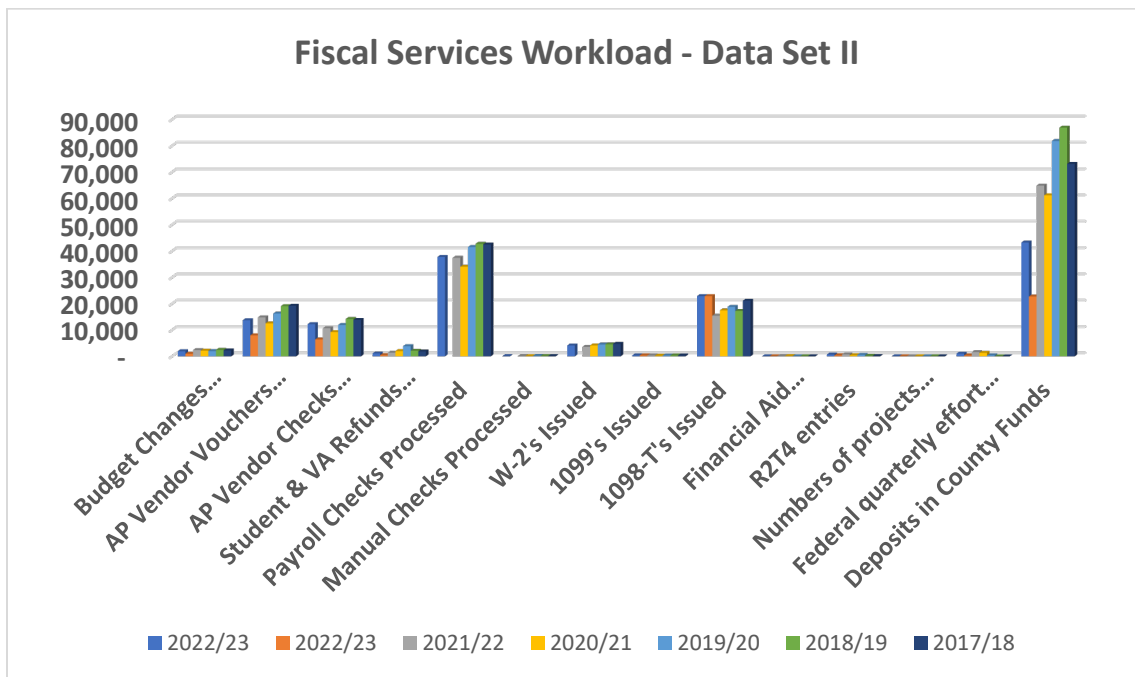
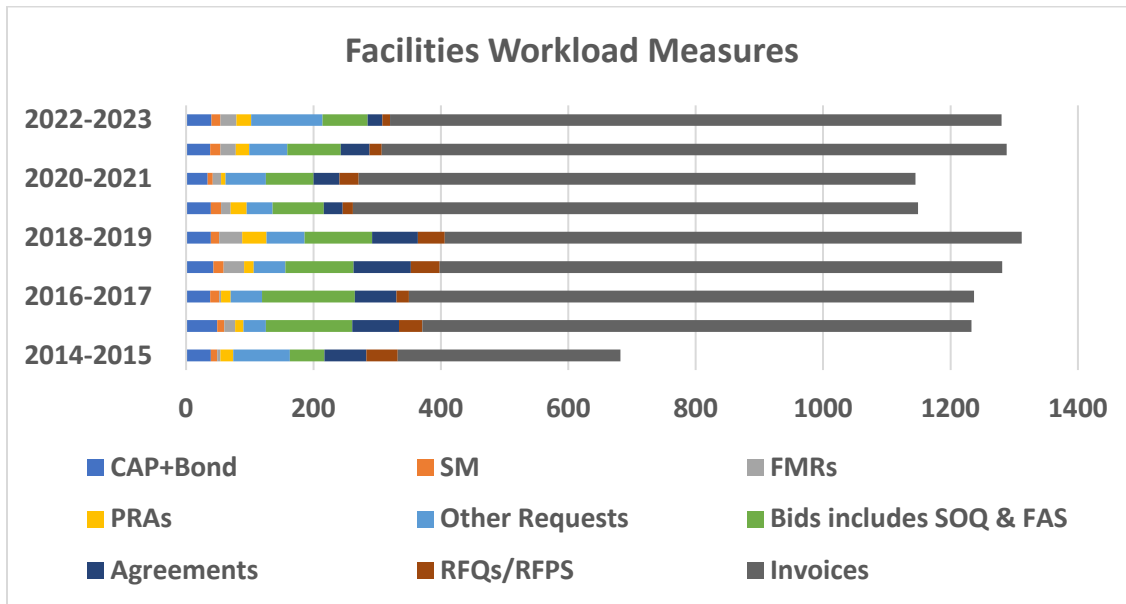
**\*Objective 5A: Support and enhance green practices and sustainability efforts (Assistant Vice Chancellor of Facility Planning, District Construction & Support Services and Vice Presidents of Administrative Services) Measurement of Success: Water usage by Site, natural gas usage by site, electricity usage by site. CM Comment: This needs to be expanded to align with the District's Sustainability Master Plan. We should not be utilizing "use" as a sole success of measurement. See the attached Report provided to Nga in 2021 and recommendations.**

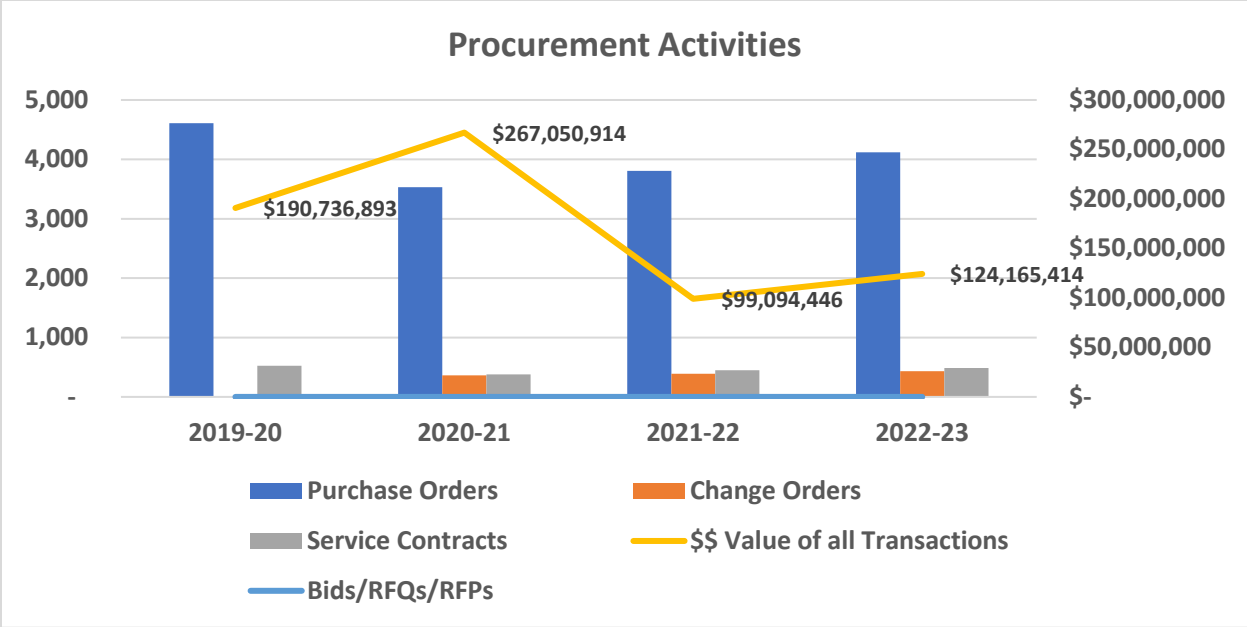
**\*RSCCD will adopt the State Chancellor's Office recommendation to raise general fund reserves to match GFOA recommendation of 2 months cash. (completed Spring 2023)**

**\*BSS recommended the elimination the SRP Right-sizing Reserve and allowed campuses to retain carryover funds locally. (completed Spring 2023)**

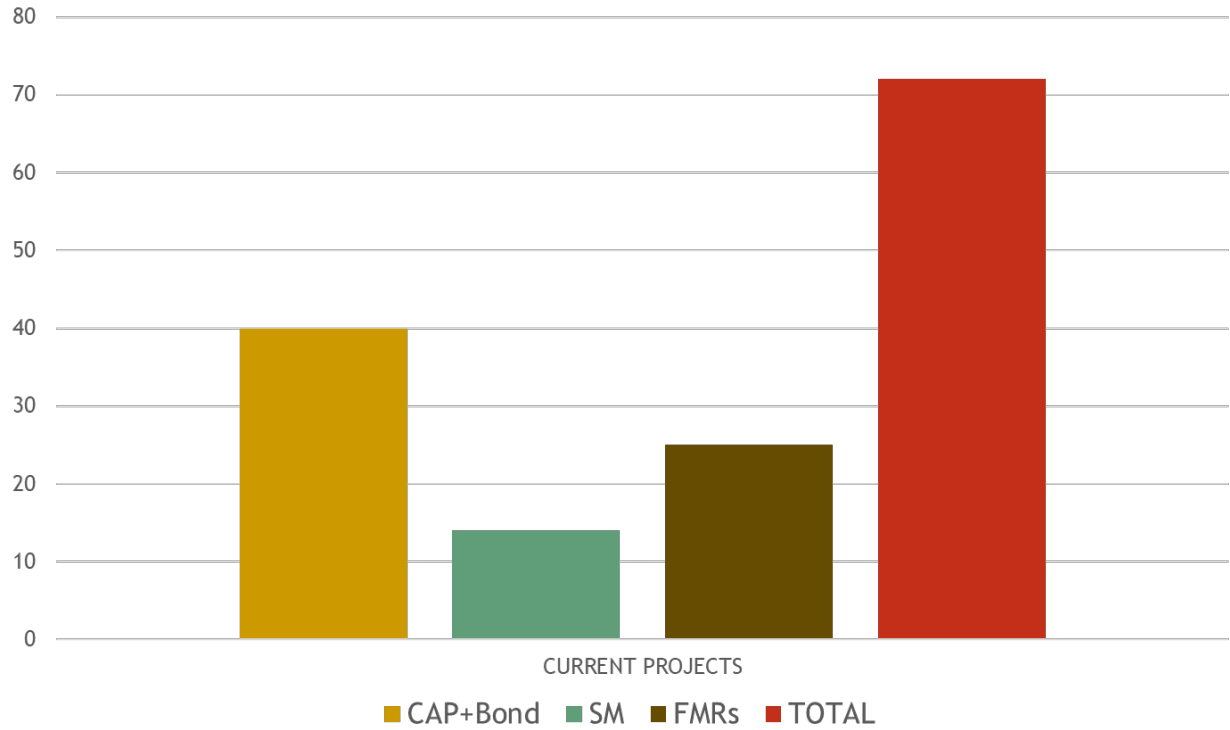
2. Provide effective data sources to evaluate this department

Instructions: Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.



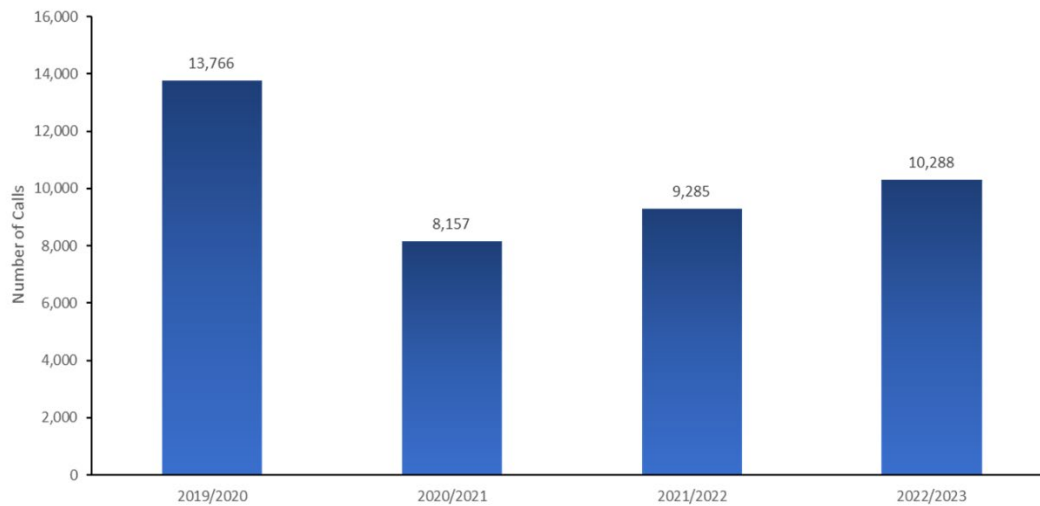


### Current Capital Projects



## Safety & Security

# Service Calls



### 3. Program/Outcome assessment

Instructions: List Service Area/Unit/Learning Outcomes. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs. Provide findings of outcomes assessment and recommended changes as a result of the findings.

**The workload of Business Services is compliance and volume driven. There have been several recent changes to state laws and regulations which have increased the demands placed on facilities and fiscal staff: GASB, CalGreen Act, State Water Resources Board, etc. Additionally, the large increase in the numbers of faculty and staff hires has impacted service delivery. The particular needs and impacts on each operating unit (Facilities, Purchasing and Safety) which have requested augmentations for fiscal year 2024-25 are listed below under Section 1. Staffing Needs.**

### 4. List accomplishments department(s) has made in the last year

- **Implementation of GASB Rule 96 (recording of leases) through automation and streamlining of reporting.**
- **Conclusion of Measure Q projects on time and within budget**
- **Updated the District's Emergency Operations Manual (first update in 7 years)**
- **Eliminated the Fund 11 structural deficit**
- **Ended the SRP-savings reserve two years early while exceeding the Board Goal of \$32M in savings.**
- **Increased the Board policy Contingency Reserve to \$54M or 14%.**
- **Produced another year of "clean" audits without findings (as of October 30, 2023).**
- **Developed the planning process for a potential general obligation bond in 2024.**

5. List the department’s current goals and objectives

Instructions: List 2 – 3 measurable goals that are congruent with ~~Santa Ana College’s~~ RSCCD’s Education Master Plan Goals.

**Mission Statement**

**The mission of the Rancho Santiago Community College District Division of Business Services is to provide support and guidance to the District's college campuses, centers, and other district offices in all administrative and business operations matters. In the lead role as the fiscal steward for District resources, it serves as the primary vehicle for ensuring compliance with all District policies, procedures, federal, state, and local laws.**

- **Review all Administrative Regulations related to Business Services (46) and determine how they can be streamlined/simplified and remain in compliance with Board policies.**
- **Invest in professional development of staff to ensure that they attain and maintain the maximum level of expertise in their field.**
- **Find ways to encourage innovation while adhering to compliance with all appropriate laws and regulations.**

**1. Staff Needs**

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified) <sup>1</sup>**

List Staff Positions Needed for the upcoming Academic Year. Please justify and explain each staff request and include rubric/criteria used. Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Annual TCP*
<p><b>1. Assistant Project Manager</b>  <u>Reason:</u>  <b>The APM is given a variety of tasks to ensure successful project delivery. There are hundreds of concurrent activities that need to be coordinated, budgeted, scheduled and procured in a project that include all phases of a project: from program/planning, design management, agency approval, bid phase, construction and close out (fiscal and DSA). An APM will be asked to handle many tasks and activities with the oversight and under the direction of a project manager or manager assigned. Delays in project delivery and construction implementation. Increases and added costs to capital projects due to lack of resources. Inefficient project</b></p>	<p><b>N</b></p>	<p><b>174,583.11</b></p>

<sup>1</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.

delivery.		
<b>2. Administrative Clerk</b> <u>Reason:</u> <b>Provides specialized clerical work requiring detailed knowledge of a department's procedures, policies and precedents. Records management, coordinates clerical workflow, assists in scheduling, etc. Delays in project delivery, construction implementation and untimely responses due to volume of work. Increases and added costs to capital projects due to lack of resources. Inefficient project delivery. Colleagues will not get their projects and requests delivered timely. Department has a huge legacy backlog of over 100+ filing boxes that need to be reviewed according to the department's records retention policy for projects. Staff needs assistance of an administrative clerk to assist them with scheduling of meetings, and other daily clerical tasks.</b>	N	108,475.90
<b>3. Dispatcher</b> <u>Reason:</u> <b>Dispatchers are a critical link between the public and the responding officers. There are only 2 Dispatch clerks, both stationed at SCC. Which leaves the public window at SAC Safety unstaffed during potential critical times. There is no relief if one or both of the Dispatchers is off work due to illness or vacation. This requires pulling an officer from patrol to work dispatch.</b>	N	101,525
<b>4. Safety &amp; Security Officer (armed)</b> <u>Reason:</u> <b>SAC and SCC have only 2 officers on duty at all times. Currently, the Department does not have enough full-time staff to provide optimal (or even minimal) coverage at both campuses, all centers, and the District Operations Center during business/class hours. This poses a potentially severe risk in the event of an emergency. Last Spring, the Department was prevented from using an outside temp agency to supply officers when needed. The alternative is to hire permanent full-time officers.</b>	N	121,683

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.

**2. OTHER NEEDS not covered by current budget <sup>2</sup>**

<p><b>List Other Needs that do not fit elsewhere.</b> Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.</p>	<b>Annual TCO*</b>		
	Cost per item	Number Requested	Total Cost of Request
<p><b>1. Replenishment of postage meter</b> <u>Reason:</u> <b>Volume of mailings on behalf of campuses and district has increased; new bond will require additional mailings, funds were diverted to cover increased cost of purchasing new warehouse van.</b></p>			<b>45,000</b>
<p><b>2. Restore Parking Fund</b> <u>Reason:</u> <b>Closure of campuses due to COVID reduced the revenue going into this fund, however the costs remained and increased. There has not been a parking fee increase in over 10 years. As a result, the fund has been depleted. This fund is used to pay salaries of officers and parking lot maintenance cost. <i>The funding lost can be off-set by an increase in the Parking Fees by the Board of Trustees.</i></b></p>			<b>1.2M</b>
<p><b>3. Funds for consultants to manage compliance with new state requirements for fire, life safety assembly compliance and storm water diversion.</b> <u>Reason:</u> <b>The State’s Water Resources Control Board now mandates in Fall 2024 that Community Colleges be designated as a municipal permit discharger that would require the District to develop and implement a Storm Water Management Plan and Program to reduce discharge into City and public stormwater systems. With this new MS4 Permit designation, the District will be required to implement additional stormwater runoff measures that may include building of additional catch basins, or implement other best management practices or risk being fined by our local Water Quality Control Board as part of the program requires mandated inspection,</b></p>			<b>500,000</b>

<sup>2</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.



<p>monitoring, testing and reporting by the District and local Water Quality Control Boards.</p> <p>We became responsible for college maintenance duties related to Fire Protection Systems, which transferred to our department from the colleges and Campus Safety on July 1, 2022. There was a change in the Fire Code in 2019 that has also resulted in additional corrective work. This corrective work is required and mandated by code. Repair work could fluctuate in both magnitude of scope and cost annually, and the budget may change.</p> <p>Additionally, we continue to provide on-going districtwide maintenance services support that often requires much of our time and a diversion of the allocation of resources from our capital construction responsibilities (this has increased over the last 5 years). Some examples of this service support we provide include:</p> <ul style="list-style-type: none"> <li>•Elevator maintenance trouble shooting issues with colleges</li> <li>•New Districtwide Access Control implementation Test Pilots, new districtwide Key Lock Changes to new Medeco system standard, and troubleshooting issues with Campus Safety and colleges</li> <li>•Emergency Blue Phone software and troubleshooting issues with Campus Safety</li> <li>•Building Management/Energy Management Tridium software updates and trouble shooting HVAC Energy Management/Building Management Systems with colleges</li> <li>•ONUMA Maintenance Work Order System updates</li> <li>•Total Cost of Ownership Inventory of Buildings and Equipment Test Pilots support to colleges</li> <li>•Utility management and data tracking, coordination with utility companies and State Agencies on behalf of colleges and district</li> </ul>			
<p>4. <u>Reason:</u></p>			



*Building the future through quality education*

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • [www.rscdd.edu](http://www.rscdd.edu)

Santa Ana College • Santiago Canyon College

**PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

*“The Mission of POE is to serve as the district level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.”*

**2024-2025 MEETING SCHEDULE**

**Location: Zoom or DO-Conference Room TBD**

**Time: 3:30pm-5:00pm\***

*\*or as noted on agenda*

<b>2024</b>	<b>2025</b>
Wednesday, July 24	Wednesday, January 22
Wednesday, August 28	Wednesday, February 26
Wednesday, September 25	Wednesday, March 26
Wednesday, October 23	Wednesday, April 23
Wednesday, November 20 <i>(due to Thanksgiving holiday)</i>	Wednesday, May 28
Wednesday, December 18 <i>(due to winter break)</i>	Wednesday, June 25

## RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
<b>Submitted</b>									
EPA Innovative Water Infrastructure Workforce Development Grant \$250,000 - \$10 million	SCC – Jason Parks	Goals 1, 2, 3 and 4	Nov. 17, 2023	Submitted	Aug. 2024	25%	Career training program to address regions workforce development needs and provide access to employment opportunities through apprenticeships, occupational training/cross-training/mentoring, and/or leadership development training for water and wastewater utility workers.	No	Yes
California Department of Apprenticeship Standards California Opportunity Youth Apprenticeship (COYA) \$500,000 - \$2 million	SCC – Arteaga, Foley, Dennis	Goals 2, 3 and 4	March 15, 2024	<b>UPDATE: Not awarded</b>	June 2024	No	Enhance support and resources to participants in the Early Child Educator Apprenticeship program.	No	Yes
Congressionally Directed Spending Proposals – Correa	SAC –Correa Dr. Nery	Goals 3 and 4	March 22, 2024	<b>UPDATE: Project selected by Cong.</b>	Fall 2024	No	Project to support Criminal Justice apprenticeship programs.	No	Yes
Congressionally Directed Spending Proposals – Correa	SAC – Dr. Nery	Goals 2, 3, and 4	March,22 2024	<b>UPDATE: Project selected by Cong.</b>	Fall 2024	No	Project to improve the instructional spaces for the Automotive, Diesel and Manufacturing programs.	No	Yes
Congressionally Directed Spending Proposals – Correa	SAC – Dr. Nery	Goals 2, 3, and 4	March,22 2024	<b>UPDATE: Project not selected by Cong.</b>	Fall 2024	No	Project to develop a Precision Optics Technician program.	No	Yes
Congressionally Directed Spending Proposals – Padilla/Rep. Kim	SCC – Umberg / Kim Dr. Kim	Goals 2, 3, and 4	March 29, 2024	<b>UPDATE: Project selected by Senator</b>	Fall 2024	No	Project to support Water/Wastewater Technology programs	No	Yes

## RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-alization?	District/College authorized submission
California Water, Wastewater and Energy Workforce Development Consortium Grant Up to \$750,000	SCC – Jason Parks, and Prof. Jeffry Dennis	Goals 2, 3, and 4	March 29, 2024	<b>UPDATE: Not awarded.</b>	June 2024	No	Provide a workforce training program that will produce 70 graduates who are employed in the Water and Wastewater industry.	Yes	Yes
U. S. Department of Energy Clean Energy and Manufacturing Workforce Training and Tech. Asst.  Planning and Capacity-Building: \$100,000-\$200,000, 12 months, 10-20  IAC Execution and Scale: \$500,000 - \$2,000,000, 36 months, 4-16  IAC Consortia: \$4,000,000 - \$7,000,000, 36 months, 2-3	SCC: Elizabeth Arteaga, Denise Foley	Goals 1, 2, 3, 4	May 16, 2024	Submitted	Sept/Oct 2024	No	The college would implement a Planning and Capacity-Building project to convene employers, faculty and administrators to design a work-based learning/ internship, apprenticeship program involving its water/wastewater technology program and public works programs. DOE's Office of Manufacturing and Energy Supply Chains (MESC) and Office of Energy Justice and Equity (EJE) aim to <b>support community and technical colleges...</b> to (A) provide job training while (B) helping small and medium-sized manufacturers (SMMs) save money, reduce energy waste, and improve productivity and worker well-being.	No	Yes
<b>Spring/Summer 2024</b>									
U.S. Department of Education TRIO Student Support Services \$1,361,820 (\$272,364 per year for 5 years)	SAC: Veronica Hurtado (SSS-Reg)	Goals 1, 3, 4	July 15, 2024	Writing	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Yes
	SAC: Brenda Estrada (SSS-Vets)	Goals 1, 3, 4	July 15, 2024	Writing	Sept/Oct 2024	No	Continue to provide services to support 120 low-income, first-generation and disabled veteran students to improve	No	Yes

### RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	District/College authorized submission
							their retention and success in college.		
	SCC: LaKyshia Perez (SSS – Reg)	Goals 1, 3, 4	July 15, 2024	Writing	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program
	SCC: LaKyshia Perez (SSS – Vets)	Goals 1, 3, 4	July 15, 2024	Writing	Sept/Oct 2024	No	Continue to provide services to support 120 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program
	SCC: LaKyshia Perez (SSS – Teacher Prep)	Goals 1, 3, 4	July 15, 2024	Writing	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Continuing program
<b>Fall 2024</b>									
DOL YouthBuild \$700,000 - \$1.5 million	SAC SCC	Goals 1, 2, 3 and 4	2025	Planning for next year's competition	May 2024	25%	Provide a pre-apprenticeship program model as a community-based alternative educational program for youth aged 16-24 who left high school prior to graduation.	No	

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
DOE	Clean Energy Workforce Training	Planning and Capacity Development project to create the partnerships with employers and CBOs to provide work-based learning and employment opportunities in Clean Energy occupations and to provide energy & efficiency assessment services to small- and medium-sized businesses as an Industrial Assessment Center.	Provide low-income students access to high-quality career education that leads to high-wage jobs	\$200,000	May 16, 2024

## RSCCD Resource Development Grant Development Schedule

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
<i>Congression-ally-Directed Spending</i>	Cong. Correa, Rep. Kim, Sen. Padilla	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2 million per project x 3 projects	Spring 2024
Opportunities applied for that were identified in 2023					
<i>Congression-ally-Directed Spending</i>	Cong. Correa	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2 million	Spring 2023
<i>EPA</i>	Innovative Water Infrastructure Workforce Development Grant	(1) assist in the development and use of innovative activities relating to water workforce development and career opportunities in the drinking water and wastewater utility sector, and (2) expand public awareness about drinking water and wastewater utilities.	Develop SCC's Water/Wastewater Technology Program	Applied for \$6 million	Nov. 17, 2023

## RSCCD Resource Development Grant Development Schedule

### U.S. Department of Education

#### Basic Needs for Postsecondary Students Program

**Due Date:** August 5, 2024

**Maximum Award:** \$500,000 - \$900,000

**Estimated # of Awards:** 12 in the nation

**Term:** 36 months

**Absolute Priority 1 – Cross Agency Coordination and Community Education to Advance Systemic Change:** Coordinate with Federal, State, or local agencies or CBOs to provide support to students.

**Absolute Priority 2 – Promoting Equity in Student Access in Educational Resources and Opportunities:** Community Colleges, MSIs.

**Competitive Preference Priority 1 – Meeting Student Social, Emotional and Academic Needs.**

**Competitive Preference Priority 2 – Increasing Postsecondary Education Access, Affordability, Completion and Post-Enrollment Success.**

**Invitational Priority 1 – Leveraging Public Benefits**

**Invitational Priority 2 – Development a Campus-Wide Strategy to Address Student Mental Health Needs**

**Grant Schedule**  
**Summary Sheet of Positions Related to Grant/Contract Proposals**

#	Funder	Site	Grant Title/Project	Proposed Positions
1.	EPA	SCC	Water Workforce Development	<ul style="list-style-type: none"> <li>• Dean of Apprenticeships 25%</li> <li>• Project Director 50%</li> <li>• Student Services Coordinator 19 hours on-going</li> <li>• Job Developer 19 hours on-going</li> </ul>
2.	CA Water, Wastewater and Energy Workforce Development Consortium Grant	SCC	Water, Wast	<ul style="list-style-type: none"> <li>• Job Developer</li> <li>• Faculty overload/hourly</li> <li>• Project Support</li> </ul>
3.	U.S. Department of Energy	SCC	Clean Energy and Manufacturing Workforce Training and Technical Assistant	<ul style="list-style-type: none"> <li>• Project Support hourly</li> </ul>
4.	U.S. Department of Education	SAC	TRIO Student Support Services - Regular	<ul style="list-style-type: none"> <li>• Est. 50% Director, 100% Coordinator, tutors</li> </ul>
5.	U.S. Department of Education	SAC	TRIO Student Support Service - Vets	<ul style="list-style-type: none"> <li>• Est. 50% Director, 50% Coordinator, tutors</li> </ul>
6.	U.S. Department of Education	SCC	TRIO Student Support Services - Classic	<ul style="list-style-type: none"> <li>• Est. Director 25%, Coordinator 25%, tutors</li> </ul>
7.	U.S. Department of Education	SCC	TRIO Student Support Services - Vets	<ul style="list-style-type: none"> <li>• Est. Director 25%, Coordinator 25%, tutors</li> </ul>
8.	U.S. Department of Education	SCC	TRIO Student Support Services – STEM	<ul style="list-style-type: none"> <li>• Est. Director 25%, Coordinator 25%, tutors</li> </ul>
9.	U.S. Department of Education	SCC	TRIO Student Support Services – Teacher Prep	<ul style="list-style-type: none"> <li>• Est. Director 25%, Coordinator 25%, tutors</li> </ul>