



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, December 18, 2024, 3:30 pm – 5:00 pm

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

- I. CALL TO ORDER**
- II. *APPROVAL OF MINUTES – Action**
 - a. November 13, 2024, regular meeting
- III. DISTRICT COUNCIL - Update from Monday, December 2, 2024, meeting - Information**
 - a. Next meeting Monday, February 3, 2025
- IV. *2025-26 REQUESTS FOR RESOURCE ALLOCATION – Continued Discussion / Information**
 - a. *Business Services**
 - 1. Administrative Clerk 2. Facility Planning Specialist 3. District Safety Officers, Senior Armed (2)
 - b. *Educational Services**
 - 1. *Public Affairs / Publications (1 position): 1. Communications Specialist
 - c. Human Resources Staffing**
- V. RSCGD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – Implementation / Next steps**
- VI. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- VII. OTHER**

NEXT MEETING:

Wednesday, January 22, 2025, 3:30 pm -virtual by Zoom

**attachment provided*

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • 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.

RSCCD Strategic Directions 2024 – 2032

1. Advance the Rancho Santiago Community College District as a proactive and future-focused institution of educational excellence that is equitable, student-centered, and outcomes-focused for the student of today and tomorrow.
2. Forge strategic partnerships to create innovative pathways, ensuring relevance, equity, and quality of life enhancement for students through intentional outreach and collaborative initiatives.
3. Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.
4. Leverage diverse funding streams, provide comprehensive professional development, and support accessible virtual spaces and physical facilities to increase student success in an ever-changing educational environment.

<p style="text-align: center;">SAC Mission</p> <p style="text-align: center;">Santa Ana College inspires, transforms, and empowers a diverse community of learners.</p>	<p style="text-align: center;">SCC Mission</p> <p style="text-align: center;">Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth.</p>	<p style="text-align: center;">DSO Roles and Functions</p> <p style="text-align: center;">Centralized Services District Operations Board / Board Committee Support Regional, State, & External Roles</p>
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2024-2032 RSCCD Comprehensive Plan for the District - Board approved June 24, 2024

2024-2025 MEETING SCHEDULE

Location: Zoom or DO-Conference Room TBD

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

**or as noted on agenda*

2024	2025
<i>July (dark-no meeting scheduled)</i>	Wednesday, January 22
Wednesday, August 28	Wednesday, February 26
Wednesday, September 25	Wednesday, March 26
Wednesday, October 23	Wednesday, April 23
NEW DATE Wednesday, November 13 <i>(due to Thanksgiving holiday)</i>	Wednesday, May 28
Wednesday, December 18 <i>(due to winter break)</i>	Wednesday, June 25



RANCHO SANTIAGO
Community College District

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rscgd.edu

Santa Ana College • Santiago Canyon College

Building the future through quality education

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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MINUTES

Wednesday, November 13, 2024, 3:30 pm – 5:00 pm Virtual by Zoom

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:36 pm.

Present: Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

Guests: Jesse Gonzalez, Iris Ingram, Dr. Chi-Chung Keung, Dr. Daniel Martinez, and Adam O'Connor. Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – Action

a. August 28, 2024, regular meeting

It was moved by Ms. Kubicka-Miller, seconded by Dr. Parks, and carried with abstention from Ms. Pham, to approve the August 28, 2024, meeting minutes.

Ms. Santoyo was not present for the vote.

III. DISTRICT COUNCIL

a. Update from October 7, 2024, and November 4, 2024, meetings

b. Next meeting Monday, December 2, 2024

Mr. Perez provided brief report on District Council meetings.

Mr. Perez reported on agenda at December's POE meeting will be 'Committee Membership' and will also be looking at all districtwide governance committee memberships.

IV. *2025-26 REQUESTS FOR RESOURCE ALLOCATION – Initial Discussion

a. **Business Services**

b. ***Educational Services**

1. **ITS (4 positions):**

1. **Technical Specialist I:** Mr. Gonzalez provided initial overview of the Technical Specialist I position.

It was clarified that all ITS positions are district positions, so funding for them gets taken off the top in accordance with the Budget Allocation Model (BAM). Discussion ensued and POE members received clarification on information presented.

2. **Applications Specialist IV:** Mr. Gonzalez provided initial overview of the Applications Specialist IV position. Discussion ensued and POE members received clarification on information presented.

3. **Helpdesk Analyst:** Mr. Gonzalez provided initial overview of Helpdesk Analyst position; this position covers evening hours, answers Helpdesk phone calls and handles districtwide tickets. Most tickets get closed during evening hours. Currently there is one (1) Helpdesk Analyst for district.

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

4. ITS Technical Supervisor: Mr. Gonzalez provided initial overview of the ITS Technical Supervisor position. Discussion ensued and POE members received clarification on information presented. Request made for data on ticket response time and data on closing of tickets.

Mr. Perez reported Business Services and Human Resources will share allocation requests at December's POE Committee meeting.

V. CREATION OF 2024-26 COMMITTEE GOALS – Information / Discussion

Mr. Pham reported on need for creation of 2024-26 committee goals as well to evaluate accomplishments made to 2022-23 committee goals. Ms. Pham shared her screen of draft evaluation and goals file. District and colleges recently completed goal of creating the four (4) district and college comprehensive and educational plans.

Ms. Pham to edit draft file and update 'master' to description of plans.

Ms. Pham to share older version of RSCCD Functions/Mapping of Responsibilities (FMofR) file to committee.

Mr. Perez tasked himself to work on FMofR in Educational Services to be more summary.

Mr. Perez to share redlined version of FMofR to Ms. Coyne.

Request made to share with POE members when BIEC schedules a meeting.

It was clarified that rubric included in Resource Allocation Requests includes how resource of position being requested is linked to planning portfolios and to district goals.

Importance was made ensure committee, district, college goals acknowledge DEIA and include language from Vision 2030.

It was clarified that acknowledging DEIA and include language from Vision 2030 was request from recent OC Regional Vision 2030 Convening and the colleges and district have taken to this action.

Ms. Pham to include in a schedule timeline of when FMofR is sent out, how recommendations are handled and how revisions are communicated out.

Request made for committee to look at goals annually and for goals to be made measurable.

Importance was made to how critical the FMofR document is for accreditation. Communication and clarity on roles and responsibilities document is key.

Mr. Perez to connect with Ms. Coyne; FMofR document will be brought back to POE to review.

VI. *DISTRICTWIDE PLANNING SURVEY RESULTS – Information

Ms. Pham reported on Survey Results.

VII. GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Due to technical difficulties, Ms. Santoyo was unable to report on schedule. Mr. Perez asked members to forward questions to Ms. Santoyo.

VIII. OTHER

The next meeting will be held on Wednesday, December 18, 2024.

**attachment provided*

Mr. Perez adjourned the meeting at 4:45pm.

Approved: _____

BUSINESS SERVICES - RESOURCE ALLOCATION REQUESTS, 2025-2026


Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Classified	1. Administrative Clerk	\$ 113,377.94	Reports to the AVC. 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. There are over 130+ active projects in the Department and project filing is not complete. The only items the Dept. will prioritize are the following: agency deadlines, fire life safety projects, ADA settlement projects, and state funded scheduled maintenance projects, and the top 5 FMR projects prioritized by the colleges. All other projects will be done as time permits and will be delayed.
Classified	2. Facilities Specialist	\$ 152,818.87	Reports to the AVC. Provides administrative and technical support in a variety of areas related to planning and construction, project management, FUSION and other database management, project records management, RFP, contract assistance, interface and communicate with government agencies, consultants, colleges, vendors, assist with reports, data collection and analysis, review of specifications, plans, 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. There are currently over 23 bids in progress as of 10/31/24. This is a high workload. The only items the Dept. will prioritize are the following: agency deadlines, fire life safety projects, ADA settlement projects, and state funded scheduled maintenance projects, and the top 5 FMR projects prioritized by the colleges. All other projects will be done as time permits and will be delayed.
Classified	3. District Safety Officers Senior (armed)	\$254,301.88 (127,150.94 x 2 positions)	DS&S is minimally staffed. SAC and SCC should always have 2 officers on duty. Often this is not the case. DS&S does not have enough officers to cover all positions. In the original staffing model, the District Office was not included, nor the Digital Media Center. We also have difficulty covering for variances like vacations, sick, FMLA, military leave and training requirements.	Diminished level of safety for our campuses. Potentially unsafe staffing levels due to vacancies and no replacements. Other concerns include the inability to effectively respond to multiple incidents or large-scale events.



INTERNAL MEMORANDUM

DATE: September 17, 2024

TO: Iris I. Ingram, Vice Chancellor of Business Services

FROM: Carri M. Matsumoto, Assistant Vice Chancellor of Facility Planning, Construction & District Support Services 

RE: **Facilities Planning, Construction & District Support Services
Annual Department Program Review & Resource Allocation Requests for Fiscal Year 25/26**

There are four departments in our area of services and responsibilities: Planning, Construction, District Support Services and District Office Maintenance & Operations (District Office Building only). Based on our department workload I am again respectfully requesting the following resources:

The total request is for an additional **\$266,197**. The department has over 130 active projects along with several other duties we are responsible for that are not project related but are required for compliance purposes (i.e. FUSION, DSA and agency reporting). Changes in Title 24, Building Codes, DSA regulations and State sustainability goals continue to impact projects and the department. Lack of an on-going allocation of budget to support all legally mandated responsibilities and services (i.e. proper staffing with requisite expertise, ADA Transition Plan, Fire Protection Systems Repair Work, Access Control/Key Projects, etc.), is impacting the department and placing several State Scheduled Maintenance projects at risk of the state rescinding funding because of delays in completion.

New Position(s) Request

Administrative Clerk (CSEA): We need additional administrative support staff to assist our entire department. We have a significant number of requests each year that are time-consuming, including Public Records Act Requests, recurring agency deadlines and reports, and project filing requirements for over 130 active projects currently in progress.

Facilities Specialist (CSEA): An addition of a Facilities Specialist is needed due to the increase in volume of work and projects, bids, RFPs and agreements that are needed. Given the number of projects that have increased over the last several years and with the transition of fire protection systems repair work, our need for additional contracts and bids have increased which wasn't adequately resourced when these responsibilities transitioned to our department. If a future bond measure passes, this will further impact workload for timely project execution.

Over the last three years, we continue to assist the colleges with Maintenance and Operations repair projects that become a priority when requested, which impacts our daily Capital Construction Project workload. We have provided college maintenance repair support for example on: elevator repair projects, plumbing repair projects, and Science Center HVAC and autoclave repair projects at both colleges. This is due to aging facilities, a lack of legacy maintenance plans implemented, lack of college maintenance staff with requisite expertise necessary to scope and prepare bids and execute repair projects that require Division of State Architect and other agency involvement.

Due to ongoing needs and priorities, our primary responsibilities have fallen behind schedule in executing the State Scheduled/Deferred Maintenance projects and we have missed state encumbrance deadlines and have had to submit requests for extension of time to the State Chancellor's Office. We have been warned by the State Chancellor's Office that during a time of a state budget crisis, the state could rescind allocations if the District hasn't encumbered these funds timely.

We do not have the staff management resources, to continue working with such a high workload without failure, nor can we hire consultants sufficiently and timely to plan and implement all the capital projects including the over 55 currently requested projects by the colleges while juggling 130 projects in various phases of capital planning and construction.

Further, our department has been asked to assist with multiple real estate property acquisitions, lease transactions, due diligence investigations, and negotiations which requires **full time** attention and specific professional expertise to manage this workload. This has increased significantly over the last two years and has impacted my workload as I have had to project manage these real estate due diligence activities. We are not requesting any management resources for the 25-26 year as we have been absorbing this requested work but it needs to be noted that these new responsibilities impact timely services provided by the department and will require further evaluation. These real estate transactions are complex matters that have unique code requirements and due diligence activities which is impacting the number of projects that can be managed by our department concurrently.

The following are also among some of the Board Policies and Administrative Regulations we manage, update and provide feedback on and directly impact our daily work.

- 6600 Capital Construction
- 6601 Facility Modification and New Construction

- 6602 Facility Construction Standards
- 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act
- 6605 Selection of Architects
- 6610 Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects
- 6012 Sustainable Practices
- 6013 Energy and Water Conservation
- 6303 Fiscal Accountability
- 6332 Competitive Bidding and Quotation Policies
- 6340 Contracts
- 6400 Financial Audits
- 6700 Civic Center and Other Facilities Use
- 6740 Citizens Oversight Committee

Districtwide Support Services

Fire Protection Systems Management and Repair Projects:

There is currently **\$13.74 million of unfunded corrective fire protection systems repair work** that is needed Districtwide (see attached). The current funded amount of repair projects is \$3.48 million and is funded through a combination of Fund 11 and Fund 41 State Scheduled Maintenance. The current fiscal year annual routine maintenance and repair budget for the entire District is \$1.2M with already current fiscal year encumbrances totaling \$980,000. We have recently discovered further significant repairs that are necessary and work that is required based on code. There are legacy maintenance issues that have now accumulated to be a concern for fire life safety (i.e. over 800 dampers need to be checked, as there has been a lack of evidence/documentation for any recent or compliant damper maintenance available records at the college sites). This is a significant concern.

Also, to achieve a total fire protection program the District should also implement the below activities which are required and mandated by code.

1. Fire Alarm System – Continue Ongoing Testing and Inspection Maintenance (TIM) Program
2. Fire Sprinkler System – Continue Ongoing Testing and Inspection Maintenance (TIM) Program
3. Fire Dampers – Undertook investigation and found deficiencies districtwide. Survey is done. RFP to be issued this year to develop maintenance and repair work and TIM program.
4. Fire Suppression/Extinguishers – Need an inventory. Test and Replace as needed.
5. Smoke Fire Doors – We have the inventory, but now we need to develop a scope of work for an annual TIM program.
6. Fire Stopping and Fire Walls/Floor Rating– The survey is done and bid documents are prepared. Work is out to bid.



Electronic Access Control/Key Core Changes/Safety and Technology Improvements

There is currently an unfunded need of approximately **\$124.4 million for safety and technology improvements** that include electronic access control key card projects, surveillance camera system upgrades, public address speaker systems, emergency communication systems, telephone and related technology upgrades that are needed Districtwide. There are over 3,000 doors in the District that need to have mechanical (“brass” keys) core key changes to the new District standard of Medeco. The below Access Control and Key projects are currently on hold even though they have Division of State Architect approval, but we cannot implement them due to the unfunded construction budget and inadequate resources allocated for ITS, Campus Safety and at each College site for maintenance support contracts to further support the projects post construction.

- SAC Building D, SCC Buildings D and H Test Pilot Projects on hold— over \$5 million needed

Among the challenges from this last year, we learned from our test pilot projects at SAC (Science Center, Health Sciences and Johnson Student Center) that there needs to be a comprehensive approach to coordinate the daily operations, maintenance and repair work. Campus Safety in coordination with our department has lost **two full-time consultants** who were dedicated to assisting with project support for capital construction access control and key projects. We have been unable to backfill these consultants and are struggling just implementing the District Office Test Pilot project changes to Medeco. The District is at risk of losing key control again if the lack of resources is not addressed in a three prong approach: 1) need project consultants for ongoing execution of capital projects, 2) need District staffing resources at ITS and Campus Safety to be able to support these key systems long term for daily operations, and 3) college maintenance contracts need to get put into place for door operations as doors typically require multiple contracts of vendors. The two inventory software systems for keys (Genetec – electronic, Simple K-Medeco) have both front and back end operational support requirements to maintain that are specialized and require technical support.

If a bond measure passes and new buildings are constructed this deficiency in resources must be addressed as the colleges will also struggle along with Campus Safety to manage the implementation of the opening of new buildings with new Medeco keys and new electronic control access cards.

ADA Transition Plan Corrections

There are currently over **\$103.7 million of unfunded accessibility and barrier removal deficiencies** that need to be corrected districtwide. There are currently approximately over 7,200 remaining corrective repairs to be made. The District has made significant efforts to reduce these deficiencies through the years and we have completed over 3,000 repairs using a combination of capital funding and state deferred maintenance funding.

Sustainability and Stormwater Improvements

There is currently a need to continue to develop and implement sustainability and stormwater management plans for all sites districtwide. The current **unfunded capital need is approximately \$35 million** districtwide. The new state MS4 permits will be mandated and projects will need to be implemented in the future as we work to develop the maintenance plan and on-going testing for such stormwater improvement projects.

Therefore, I am requesting that there be an increase of a **minimum of \$1 million dollars** added annually to the Capital fund budget to address the corrective code work, repair work and on-going mandated work required. If a bond passes in November, I request that there be a project budget allocated to cover some of the various unfunded work in the categories noted herein. There are significant districtwide facility needs that have been identified as part of the Facility Master Plan that are inclusive of fire protection system repair work, access control/key and safety work, technology improvements/upgrades, ADA repairs/upgrades and sustainability/stormwater. These infrastructure improvement budgets should have a dedicated allocation each year if a bond **does not** pass as, it would be prudent to do so for planning, maintenance and for exposure of liability purposes.

Given the amount of work and compliance activities that are demanded of our department, we respectfully request the consideration of these proposed changes and resources to assist us in being able to maintain compliance while striving to continue to provide the best ongoing services and facilities for our students and staff. Please let me know should you have any questions or need further information. Thank you for the opportunity to provide our annual review.

Please see attachments:

- Cost of Position(s) Worksheets
- Unfunded fire protection systems repair work
- Master active project list as of August 2024
- Department Overview Slide Deck of Workload, Services & Operations

FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
September 2024

Position	Current Cost	Proposed	
		New Cost	Net Amount
1) Administrative Clerk	-	113,377.94	<i>Grade 10</i>
2) Facility Planning Specialist	-	152,818.87	<i>Grade 17</i>
	-	266,196.81	266,196.81

RSCCD

2024-2025 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	\$ 5,395.377	12	\$ 64,744.52

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	17,513.39	
SOCIAL SECURITY	6.200%	4,014.16	
MEDICARE	1.450%	938.80	
UNEMPLOYMENT	0.050%	32.37	
WORKERS COMP	1.500%	971.17	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 23,469.89	\$ 23,469.89
TOTAL SALARY & BENEFIT COST			\$ 88,214.41

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%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 64,744.52	58.27	
MEDICAL INSURANCE (see below)		23,467.26	
TOTAL INSURANCE COST		23,525.53	\$ 23,525.53

TOTAL COST OF POSITION	\$ 113,377.94
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BENEFITS =	\$ 48,633.42
BENEFIT COST AS A PERCENT OF CONTRACT =	75.12%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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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	Facility Planning Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 17 & Step 3	\$ 7,806.073	12	\$ 93,672.88

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	25,338.51	
SOCIAL SECURITY	6.200%	5,807.72	
MEDICARE	1.450%	1,358.26	
UNEMPLOYMENT	0.050%	46.84	
WORKERS COMP	1.500%	1,405.09	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 33,956.42	\$ 33,956.42
TOTAL SALARY & BENEFIT COST			\$ 127,629.30

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%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 93,672.88	84.31	
MEDICAL INSURANCE (see below)		23,467.26	
TOTAL INSURANCE COST		23,551.57	\$ 23,551.57

TOTAL COST OF POSITION	\$ 152,818.87
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BENEFITS =	\$ 59,145.99
BENEFIT COST AS A PERCENT OF CONTRACT =	63.14%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Rancho Santiago Community College District

Life Safety Projects - UNFUNDED LIST

Report Run Date: June 25, 2024

Funded/Unfunded	Year	Campus	Building	Project	Scope	Status	Budget	Adverse Effect	Type
Funded	2022	SCC	G	UPS Removal	removed existing UPS, did not affect the building's fire alarm system power backup	completed	\$ 30,000	Life safety	Utilities
Funded	2022	SCC	SC	Smoke Detector Replacement	replaced smoke detectors with heat detectors	completed	\$ 25,000	Life safety	Utilities
Funded	2023	Districtwide	-	Occupancy Review for Office Strobes	code review - confirmed additional visual notification is not required in every single occupant office	completed	\$ 15,000	Life safety	Utilities
Funded	2023	SAC	H	Elevator Fire Alarm Upgrade	added a smoke detector in the elevator lobby to control the recall function	completed	\$ 15,000	Life safety	Utilities
Funded	2023	SCC	H	CRAC Unit Re-program	fire alarm panel re-programmed to omit computer room AC (CRAC) unit shutdown	completed	\$ 25,000	Life safety	Utilities
Funded	2023	SAC	A	Fire Sprinkler Replacement	replaced outdated fire sprinkler heads	completed	\$21,534.00	Life safety	Utilities
Funded	2023	Districtwide	-	Fire-Rated Assemblies Survey/Engineering	detailed inspection and site survey to identify fire-rated deficiencies to be repaired by contractor	completed	\$ 150,000	Life safety	Utilities
Funded	2024/2025	SAC + sites	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 2,087,553	Life safety	Utilities
Funded	2024/2025	SCC	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 1,041,700	Life safety	Utilities
Funded	2024	DOC	-	Fire-Rated Assemblies Repairs	repairs to identified fire-rated assemblies deficiencies	in progress	\$ 40,000	Life safety	Utilities
Funded	2024	Districtwide	-	Annual Fire System Repairs	repairs to deficiencies noted during annual testing in December	in progress	\$ 31,593	Life safety	Utilities
Funded	2024	Districtwide	-	Annual Elevator Fire Testing	coordinating annual elevator fire testing with Cosco and Excelsior	completed	\$ 3,327	Life safety	Utilities
Funded	2024	SAC	P	SOQ - Sound Booth Restoration	remove unapproved wall and relocate fire alarm device to another wall	in progress	\$ 25,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Damper Survey	identify locations and number of fire and fire/smoke dampers	in progress	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Additional Fire Protection Systems Survey	identify locations and number of rolling fire doors, Won doors, elevator smoke curtains, inverters for egress illumination	in progress	\$ 35,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire-Rated Assemblies Secondary Project	more extensive repairs for SCC Bldg SC, OCSRTA, SAC Bldg V-E	in progress	\$ 80,000	Life safety	Utilities
Unfunded	Future	SAC	N	Water Damage Repair Project	patch walls, replace carpet, install access hatches for valves	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SCC	Lot 4	Hydrant Valve Replacement	replace broken underground hydrant control valve	in progress	\$ 35,000	Life safety	Utilities
Unfunded	Future	SCC	D	Magnetic Door Holder Installation Project	Room D106 install magentic door holder to maintain fire rating	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SCC	C	Kitchen Door Closer Replacement	replace broken door closer, tie back into fire alarm panel	in progress	\$ 15,000	Life safety	Utilities
Unfunded	Future	SAC	J	Hydrant Permanent Barrier Installation Project	install barriers around hydrant to prevent cars from parking next to it	upcoming	\$ 5,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Extinguisher Maintenance	annual maintenance of fire extinguishers, including hydrostatic testing	upcoming	\$ 10,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Alarm Dialer Upgrade	transition from Potts Lines to Cellular Dialers	upcoming	\$ 500,000	Life safety	Utilities
Unfunded	Future	SAC & SCC	-	Hydrant Identification Project	numbering all hydrants and their shutoff valves	upcoming	\$ 25,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Additional Fire Protection Systems Repairs	maintenance and repairs of rolling fire doors, Won doors, elevator smoke curtains, inverters for egress illumination	upcoming	\$ 1,500,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Carbon Monoxide Detector Installation	installation of carbon monoxide detectors in CDCs	in progress	\$ 150,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Extinguisher Inventory	identify locations and number of fire extinguishers	in progress	\$ 5,000	Life safety	Utilities
Unfunded	Future	SCC	SC	In-Duct Smoke Detector Issue	replacing induct smoke detectors with detectors with sampling tubes to reduce the amount of troubles	in progress	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Onyxworks System	cloud-based real time district-wide fire alarm app	upcoming	\$ 400,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire Alarm Upgrades and Improvements	transition older buildings from manual to automatic fire alarm system	upcoming	\$ 10,000,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire sprinkler improvements	quarterly exercising of PIVs, signage for doors with equipment, adjust bracing	upcoming	\$ 250,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire hydrant improvements	quarterly exercising of hydrant valves, numbering all hydrants and their valves, verify all hydrants are painted red	upcoming	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Fire standpipe improvements	identify deficiencies and make corrections	upcoming	\$ 50,000	Life safety	Utilities
Unfunded	Future	Districtwide	-	Exit signage and egress illumination testing	monthly testing of exit sign, emergency light backup powe, and associated repairs	upcoming	\$ 500,000	Life safety	Utilities
						Funded Total	\$ 3,489,173		
						Unfunded Total	\$ 13,740,000		

**Facility Planning, Construction and District Support Services
Summary Project List 08/14/2024**

Capital (Fund 41)	
Santa Ana College	
SPN	Project Title
2398	SAC RHR (Health Sciences)
2398.1	Existing Russell Hall Demolition Project
3070	SAC Other Repairs/Modifications
3088	SAC BR Imp. Ph1 (Exterior)
3095	SAC Cesar Chavez A Bldg
3193	SAC Bldgs D & F Access Control
3195	SAC CEC Redevelopment
3198	SAC JSC & SC Secondary Projects
3259	SAC CEC Capital Impr. Contribution
3276	SAC Campus Entrance Imp. (RHR Sec Effect)
3580	Non-Resident Capital Outlay Fees
3615	SAC Site Wide ADA
3629	SAC Bldg A First Floor Reconfiguration
3648	SAC Hazardous Mat. Abatement
3673	SAC Facilities Improvements/Modification Projects
3674	SAC HSB Secondary Projects
3737	SAC MCHS Roof Replacement
3738	SAC Lot 9 Improvements
3799	SAC SC Urgent Maintenance Support
3809	SAC Science Center
XXXX	DW ITS Center Reconfiguration

Capital (Fund 41) continued..	
Santiago Canyon College	
3046	OEC Building Certification
3071	SCC Other Repairs/Modifications
3091	SCC BR Signage and Wayfinding
3192	SCC Bldgs D & H Access Control
3576	SCC BR Lots 2 and 7 Crosswalk Repairs
3577	BR 12 Soccer POT & Seating Repairs
3580	Non-Resident Capital Outlay Fees
3599	OEC Temp. Relocation/Site Impr
3616	SCC Site Wide ADA
3637	SCC Erosion Control Site
3649	SCC Hazardous Mat. Abatement
3739	BR Campus Entrance Improvements Ph 1
3739.1	BR Campus Entrance Improvements Ph 2
3806	Bldg D RR Renovation (Multi-user and Single-user)
3808	SCC Facilities Improvements/Modification Projects
3812	Bldgs A & B Assessment Study
District & Districtwide	
2947	DW Student Housing Feasibility
3066	DW Spec Insp & Mat'l Testing
3077	DW ADA
3079	DW Land Survey
3089	DW DSA Project Inspector
3191	DOC Access Control Test Pilot
3330	District Office Projects
3331	DW Structural Engineering
3338	DW Door Hardware/Access Control
3560	DW Planning Svcs (Architect and Engineer)
3619	DW M, E, P
3679	DO Hazardous Waste Disposal
3681	DW IT Equipment/Wi-fi/Surveillance
3804	DW EMS
3805	DO Rekey Test Pilot - Medeco
3811	DW Bldg. & Site Safety Services
XXXX	DW Utility Electrical LV Survey
XXXX	Access Control Readers and Call Boxes

State Scheduled Maintenance (Fund 41) FY 2019-2020	
Santa Ana College	
2920	SAC SM20 Irrigation Controller Ph2B
2920.1	SAC SM20 Drinking Fountains

State Scheduled Maintenance (Fund 41) FY 2021-2022	
Santa Ana College	
2894	SM22 Bldgs B10, B11 and I Enclosure
2957	SM22 Bldgs L, T, W & X HVAC & Roof Replacements
2957.1	SM22 Bldg G HVAC Replacement
2958	SM22 Bldgs F, I and J Roof Rplmt
2959	SM22 BR Campus-wide
Santiago Canyon College	
2399	SM22 Bldgs A, B, D,G, H SC Enlosure/Envelope
2966	SM22 Bldg G Pool Repair
2967	SM22 BR Campus-wide (A&B Plaza Repairs)
2968	SM22 Bldg CDC Improvements
2969	SM22 Bldgs A & B Air Handler
District & Districtwide	
2919	SM22 DW Medeco Rekey

State Scheduled Maintenance (Fund 41) FY 2022-2023	
Santa Ana College	
2914	SM23 CEC Improvements
2915	SM23 CEC Roofing Repairs
2916	SM23 Fire Systems and Code Repairs
2917	SM23 Bldg E Pool Equipment Replacement
2918	SM23 E Pool Resurface
Santiago Canyon College	
2911	SM23 Bldg T ADA Sidewalk Repairs
2912	SM23 Fire Systems and Code Repairs
2923	SM23 Bldg D HVAC Repairs
2924	SM23 Bldg G Mechanical Insulation Repairs
2925	SM23 Bldg SC Air and Vacuum Systems
2926	SM23 Bldg D Entrance Auto Door Replacement
2927	SM23 Bldgs D, E, H, and SC Lockset Repairs
2928	SM23 Bldgs A and B Siding Repairs
District & Districtwide	
2922	SM23 Plumbing Repairs
2929	SM23 HVAC VAV Valve Replacement

**Facility Planning, Construction and District Support Services
Summary Project List 08/14/2024**

Fire Life Safety Projects		
Site	Project Title	Funding Source
SAC	Fire-Rated Assemblies Repairs	TBD
SCC	Fire-Rated Assemblies Repairs	TBD
DOC	Fire-Rated Assemblies Repairs	TBD
DW	Annual Fire System Repairs	TBD
SAC	SOQ - Sound Booth Restoration	TBD
DW	Fire Damper Survey	TBD
DW	Additional Fire Protection Systems Survey	TBD
DW	Fire-Rated Assemblies Secondary Project	TBD
SAC	Water Damage Repair Project	TBD
SCC	Hydrant Valve Replacement	TBD
SCC	Magnetic Door Holder Installation Project	TBD
SCC	Kitchen Door Closer Replacement	TBD
DW	Carbon Monoxide Detector Installation	TBD
DW	Fire Extinguisher Inventory	TBD
SCC	In-Duct Smoke Detector Issue	TBD
SAC	Hydrant Permanent Barrier Installation Project	TBD
DW	Fire Extinguisher Maintenance	TBD
DW	Fire Alarm Dialer Upgrade	TBD
SAC	Hydrant Identification Project	TBD
SCC	Hydrant Identification Project	TBD
DW	Additional Fire Protection Systems Repairs	TBD
DW	Onyxworks System	TBD
DW	Fire Alarm Upgrades and Improvements	TBD
DW	Fire sprinkler improvements	TBD
DW	Fire hydrant improvements	TBD
DW	Fire standpipe improvements	TBD
DW	Exit signage and egress illumination testing	TBD

Santa Ana College (36 Total)		
SPN	Project Title	Funding Source
3573	TV Phase 5A Fashion-Others	41-3573
3727	SAC Building K Canopy	13-0001
3737	MCHS Roof Replacements	41-3737, 12-2385
3798	SAC Synthetic Football Field	41-3673, 41-3737
24-28	DMC Relocations to SAC*	41-3673
24-60	Library Tracking Sensor	13-0000
24-61	Football Field Sod	41-3673
24-68	Bldg S Security Doors	41-3673
24-78	OCSRTA AV Upgrades	12-2385
24-80	Career & Assessment Center & Learning Center*	41-3673
24-84	SAC AV Equipment Replacement	41-3152
24-85	CEC AV Equipment Replacement	41-3152, 41-3154
24-91	Math Faculty Home*	41-3673
24-99	VL211-5 Furniture	12-2813
24-100	JSC RR Sewer Lines	41-3673
24-103	OCSRTA Public Safety Feasibility Study	12-2385
24-104	Dunlap Amphitheater Shade	41-3673
24-105	Central Mall Shade	41-3673
24-106	Weight Room Windows	41-3673
24-107	Football Field Railing	41-3673
24-113	Campus Safety Cabinet Removal	41-3673
24-114	CEC Vending Machine Room Hydration Station	41-3673
24-115	CEC Exterior Signage	41-3673
24-118	VL205 PRIDE Center	12-2145
24-119	VL107 Reconfiguration	12-1571
24-137	OCSRTA Storage Container	11-0000
24-145	T-107 CNC Lathe Replacement	12-2385
24-146	T-107 Conventional Lathe Replacement	12-2385
24-148	F&PA Mount Case & Painting	41-3673
24-149	F&PA Dust Collector	41-3673
24-150	F&PA Projector & Screen Relocation	41-3673
24-151	F&PA Data Drop	41-3673
24-152	F&PA Lockers	41-3673
24-153	F&PA Electrical & Ductwork	41-3673
25-02	DMC-Vista-Charter-Lease	TBD
25-07	Bldg L Elevator	41-3673

* = Denotes FMR projects are to be completed together

Santiago Canyon College (17 Total)		
SPN	Project Title	Funding Source
3807	Water Utility Sciences Assessment/Schematic Study	41-3807
22-686	Pool Renovation Assessment	41-3580
22-687	Softball Field Renovation	41-3580
22-713	M&O M-109 Restoration	41-3808
23-63.1	Gym Camera	41-3808
24-15	U Village Relocation Study*	Redevelopment Funds
24-16	CE Classes Relocation*	Redevelopment Funds
24-17	President & Cabinet Offices Relocation*	Redevelopment Funds
24-34	CDC Improvements Study	33-1389
24-56	Jamboree Marquee	41-3808
24-57	Unisex Restrooms	
24-89	D-129 Projector	41-3808
24-123	Bldg D Marquee	41-3808
24-163	OEC Chapman Lease Relocation	41-3046
24-164	OEC Main Lease Relocation	41-3046
25-13	Workstation Reconfiguration	TBD
25-14	Relocation Electrical & Low Voltage Assessment	TBD

* = Denotes FMR projects are to be completed together

District Operations Center (6 Total)		
SPN	Project Title	Funding Source
24-111	Accounts Payable Reconfiguration	12-3401
24-155	Purchasing Reconfiguration	11-0000
24-161	HR Reconfiguration	41-3330
25-03	Suite 301 Reconfiguration	
25-04	Suite 328 Reconfiguration	12-3401
25-11	Fiscal Monitor Arms	12-3401

August 31, 2024

Facility Planning, Construction & District Support Services

Department Overview

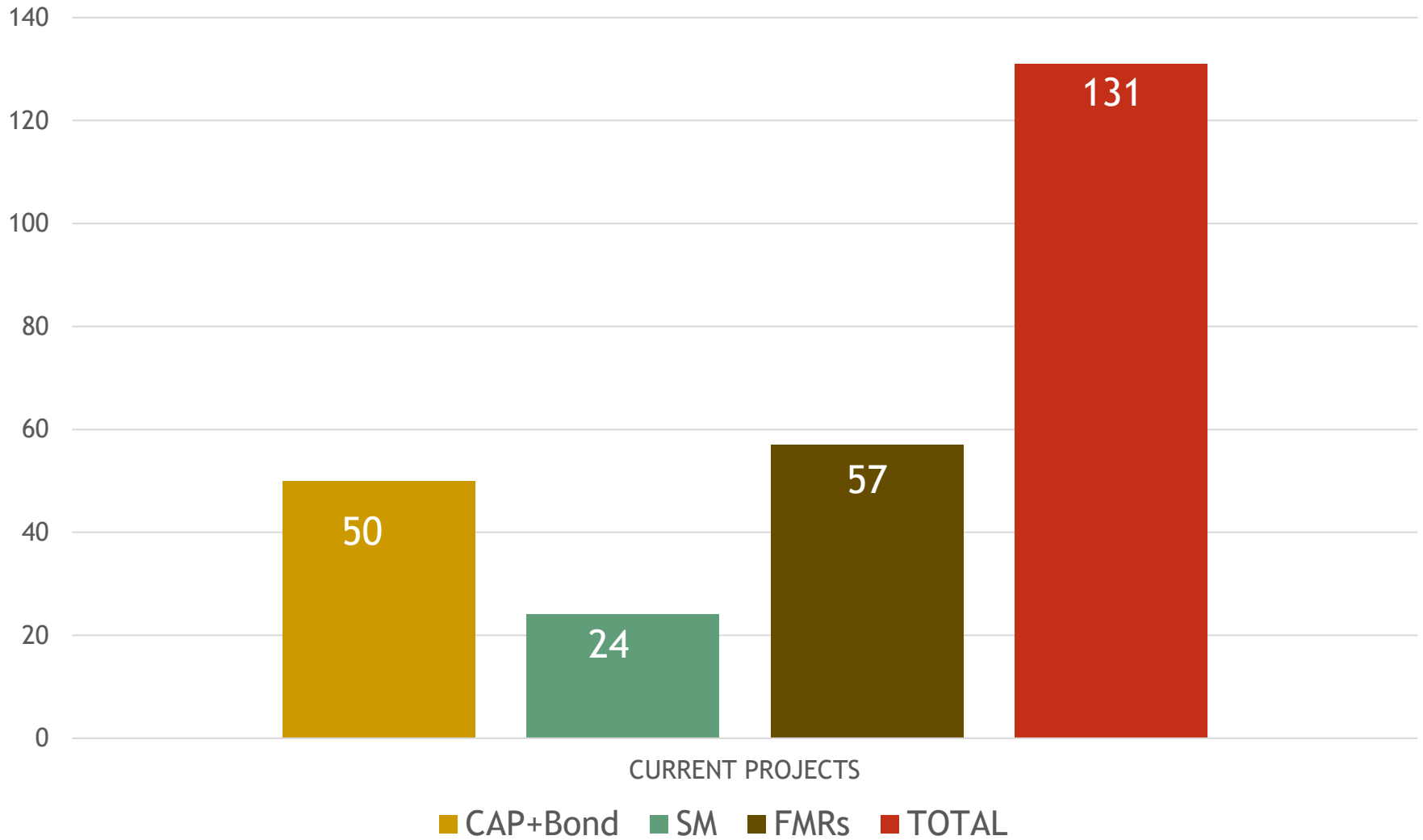
Carri M. Matsumoto, Assistant Vice Chancellor
Facility Planning, Construction & District Support Services



Dashboard as of August 31, 2024

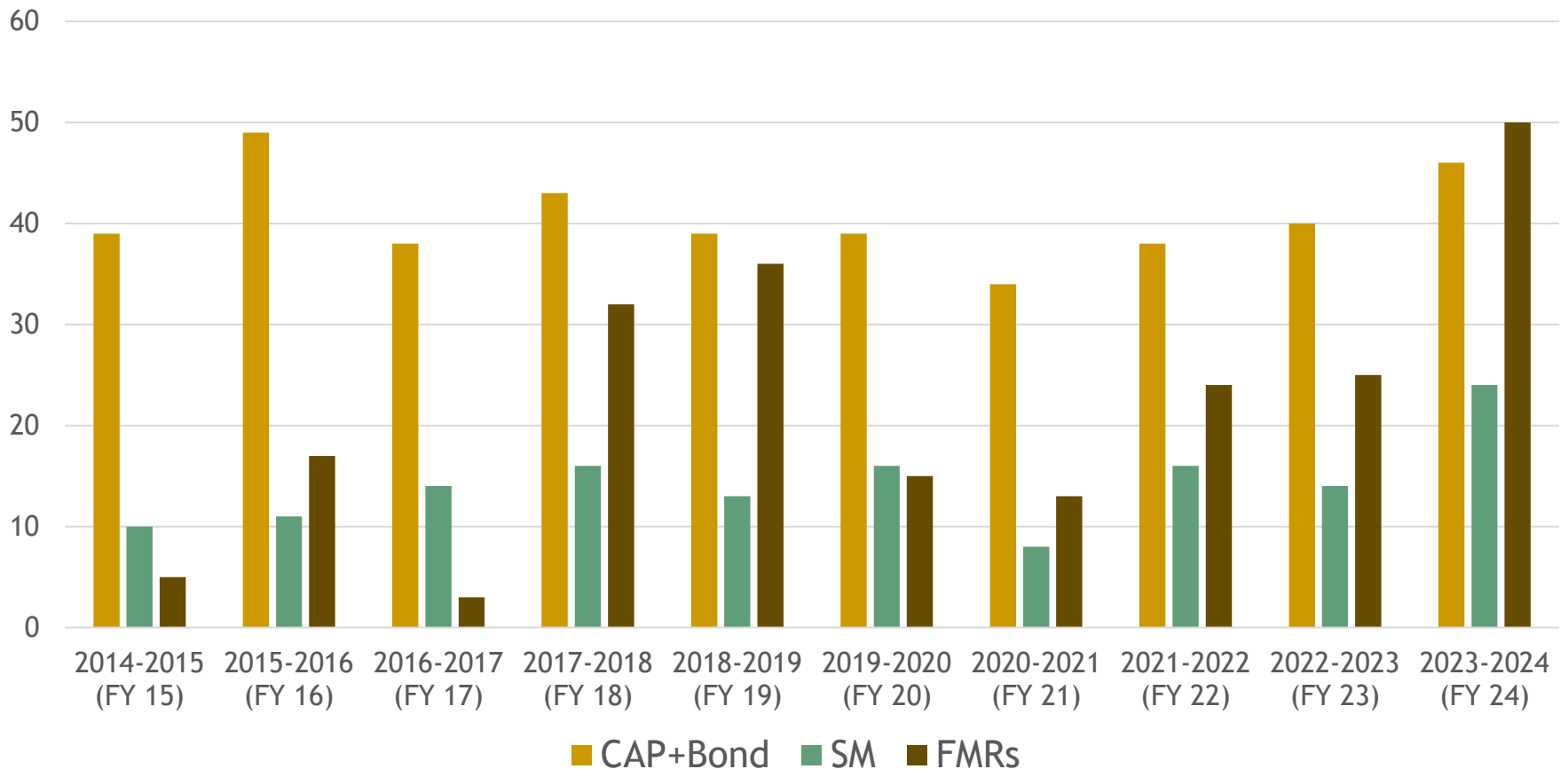
Activity Category	FY 25 (7/1/24 - 8/31/24)	
	In Progress	Closed/ Completed
Capital Construction Projects	50	3
Scheduled Maintenance Projects	24	1
College Facility Modification Requests	57	13
Total	131	17
Public Records Act & Other Requests	89	2
Total	89	2
Bids	10	3
Professional Contracts	7	6
RFQs/RFPS	7	3
Total	24	12
Invoices	14	129

Current Projects



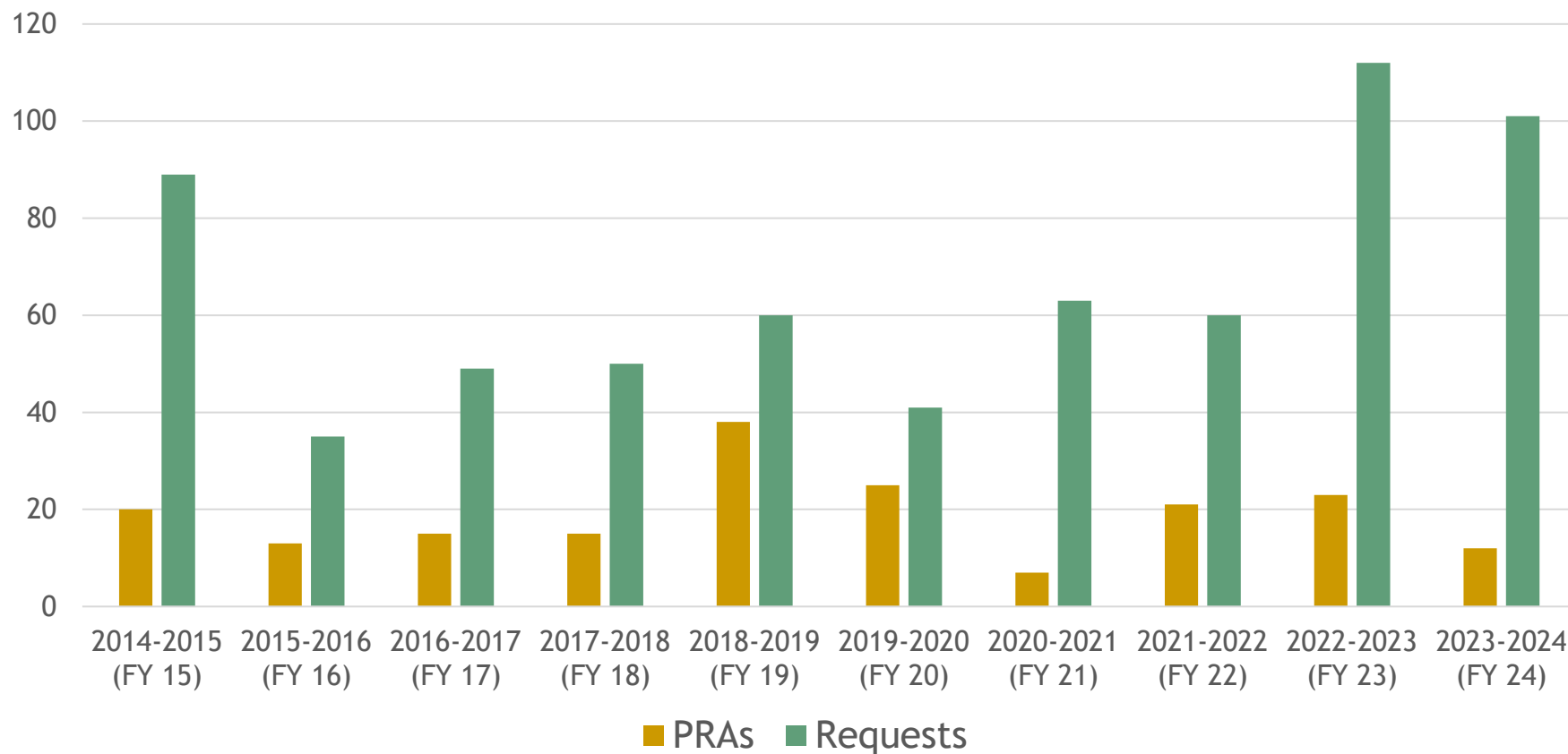
All Capital Improvement Projects

of Capital/Bond, State Scheduled Maintenance & College Facilities Modifications by Year



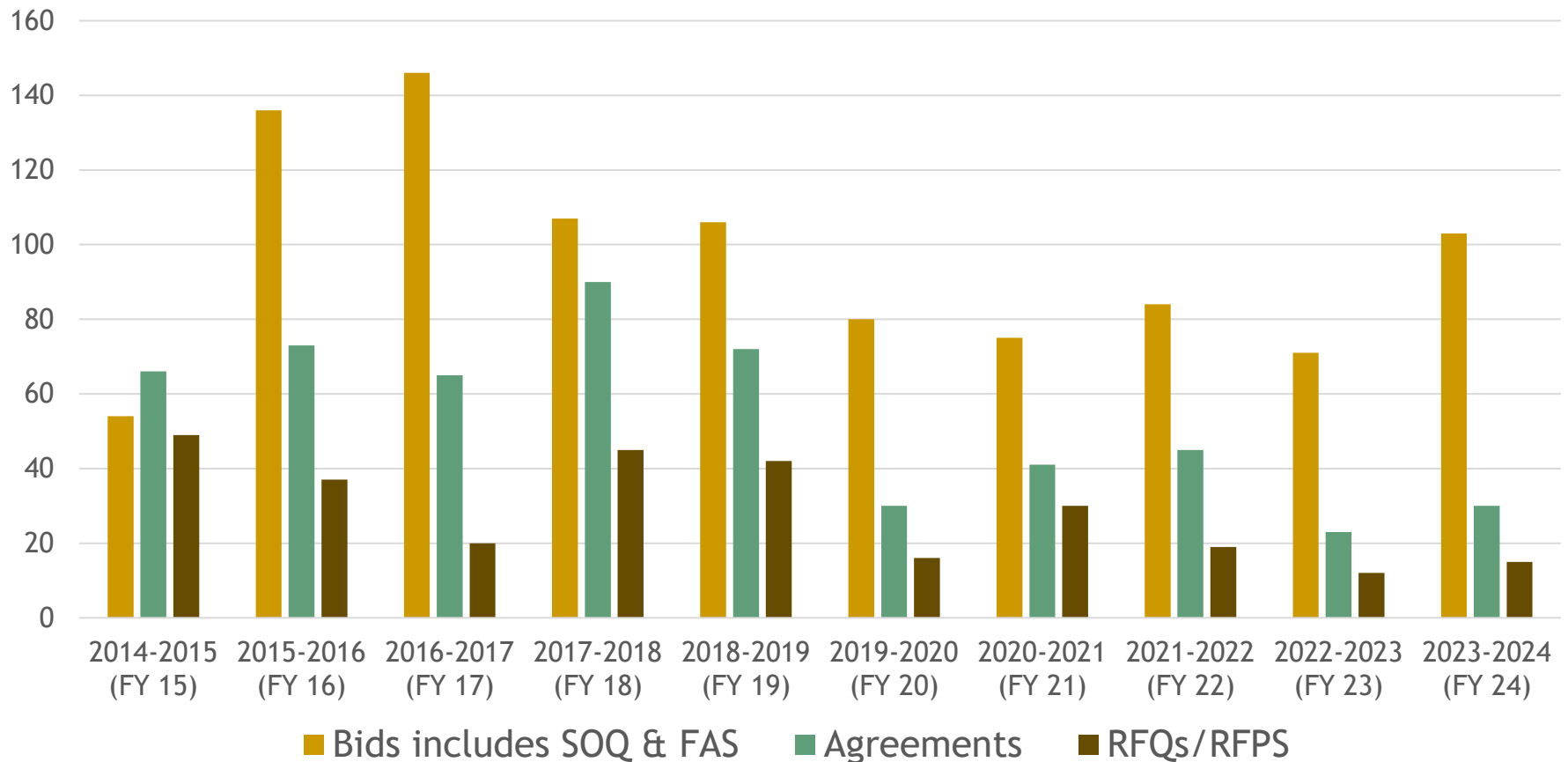
Public Record Act Requests & Other Requests (excludes FMRs)

of Public Records Act Requests & Other Requests by Year



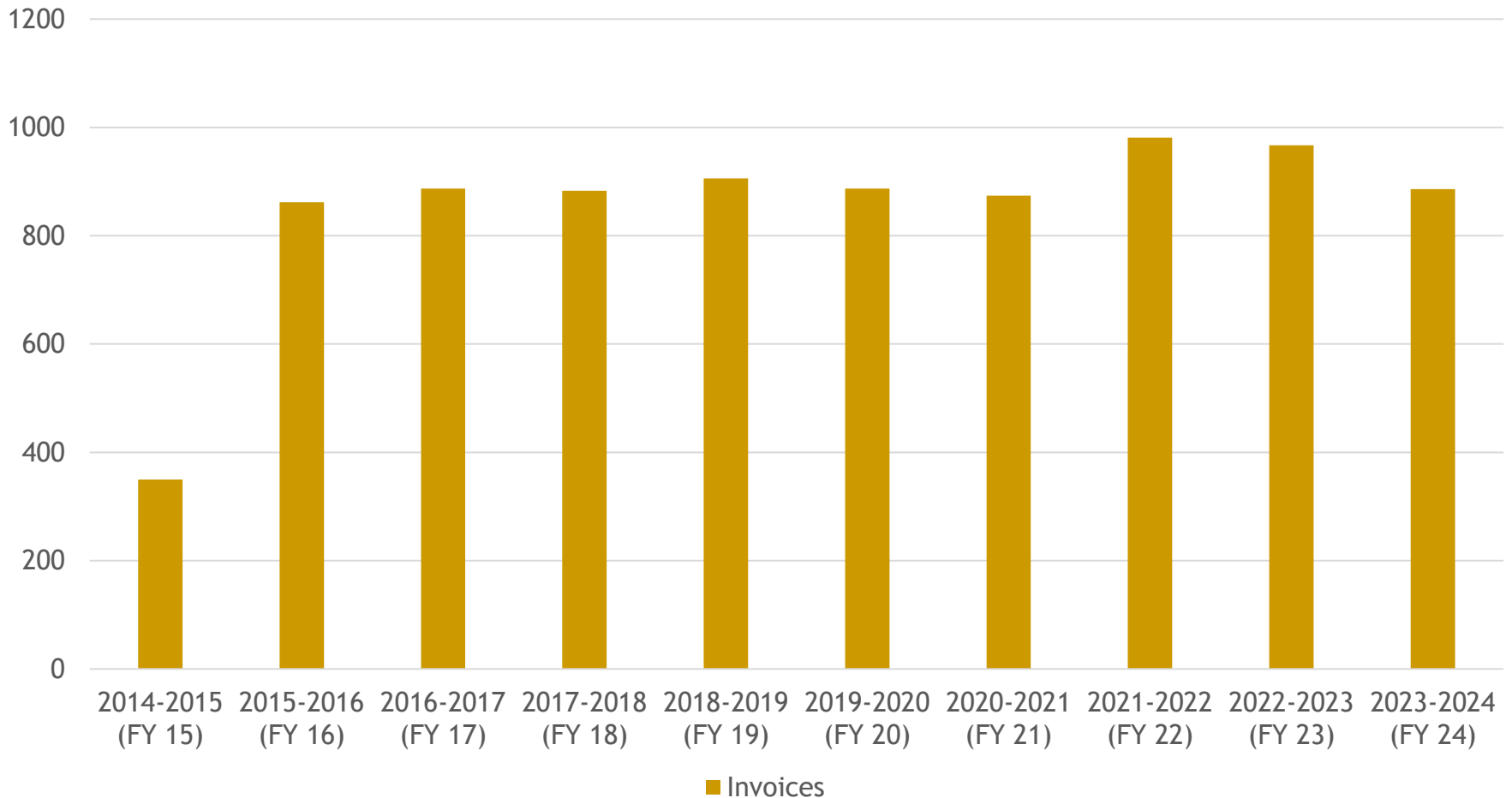
Bids, Agreements & RFQs/RFPs

of Completed Bids-SOQs-FAS, Agreements & RFQ/RFPs by Year



Invoices Processed (excludes Budget Changes, TOEs, Audit Support, etc.)

of Invoices Processed per Year



Planning and Assessments

- ▶ Annual Possessory Interest Report
- ▶ OCSR/TA/CJA/FA Feasibility Study
- ▶ DMC Use Assessment
- ▶ Math Use and Relocation Assessment
- ▶ OEC Chapman & Main Lease Relocations

Fire Protection Systems Projects

- ▶ Currently working on on-going annual maintenance, testing, inspection and repairs of all fire protection systems and fire rated assembly corrective repairs due to change in 2019 code.
 - ▶ Districtwide repairs of deficiencies noted during December annual testing
 - ▶ CDC carbon monoxide detector project
 - ▶ Fire-rated assemblies repair projects
 - ▶ SCC fire hydrant valve replacement project
 - ▶ Damper assessment

Priorities

- ▶ Annual Five-Year Capital Construction Plan & Five-Year Scheduled Maintenance Plan
- ▶ Fire Life Safety in compliance with State and Federal laws including corrective repair work
- ▶ ADA Transition Plan projects
- ▶ Stormwater Management Plan to comply with new MS4 Permit
- ▶ Key and access control test pilot projects
- ▶ Update to Sustainability Master Plan to align with new State Chancellor's Office Goals
- ▶ Campus requested projects

Services

- ▶ Capital planning, design, and development (*BP/AR 6600 Capital Construction*)
- ▶ Construction Management (*BP/AR 6600 Capital Construction*)
- ▶ Agency Approvals DSA, CCCCCO, State Water Resources Board, CEC, AQMD, and regional water quality control board, OC Health Department, and local agencies (*BP/AR 6601 Facility Modification and New Construction*)
- ▶ Facility Construction Standards (*BP/AR 6602 Facility Construction Standards*)
- ▶ Code Compliance (*BP/AR 6601 Facility Modification and New Construction and BP/AR 6602 Facility Construction Standards*)
- ▶ Districtwide Building Systems Management (fire life safety) and Related Software Management
- ▶ Support for the colleges' facilities and safety committees



Operations

- ▶ Manage and maintain the District space inventory
- ▶ Manage and maintain the utility use databases for the entire district
- ▶ Support Board Facilities Committee
- ▶ Support for Physical Resources Committee
- ▶ Support the ad hoc RSCCD Sustainability Committee
- ▶ Maintain local hire and local business labor data for capital improvement projects
- ▶ Facilities support for general obligation bonds
- ▶ Assist and comply with annual audit requests
- ▶ Compliance with GASB requirements
- ▶ Registration of projects with the Department of Industrial Relations (DIR)
- ▶ Prepare Capital Asset Depreciation Report
- ▶ Notarize and file notices of completion with County Recorder Office
- ▶ Assist with fiscal year-end closing

Operations

- ▶ Manage, oversee, facilitate capital planning and construction (design management, agency approval, budgets, contracts, constructions, bids, close out, etc.)
- ▶ Respond to Public Records Act Requests
- ▶ Develop, manage, prepare all agency capital planning and construction reports (including FUSION database management)
- ▶ Manage project building and construction records, including title property records
- ▶ Perform and procure necessary software upgrades for districtwide building management systems (Tridium BMS HVAC, ONUMA Maintenance Work Order System, DACTrak (ADA Transition Plan database) Energy Portfolio (CA Energy Commission required database), Dabblefox (Astra Scheduling and Use database), FUSION (State Chancellor's Office required database for - Space Inventory, Five-year Scheduled Maintenance Plan, Five-year Capital Outlay Plan, Energy Calculator Report, Conditions, etc.)
- ▶ In collaboration with the colleges, create and maintain the Districtwide Facility Master Plan
- ▶ In collaboration with the colleges, create and maintain the State Five-Year Capital Construction Plan
- ▶ In collaboration with the colleges, create and maintain the State Five-Year Scheduled Maintenance Plan

Governing Board Policies and Administrative Regulations

- ▶ 6600 Capital Construction
- ▶ 6601 Facility Modification and New Construction
- ▶ 6602 Facility Construction Standards
- ▶ 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act
- ▶ 6605 Selection of Architects
- ▶ 6610 Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects
- ▶ 6012 Sustainable Practices
- ▶ 6013 Energy and Water Conservation
- ▶ 6303 Fiscal Accountability
- ▶ 6332 Competitive Bidding and Quotation Policies
- ▶ 6340 Contracts
- ▶ 6400 Financial Audits
- ▶ 6740 Citizens Oversight Committee

Department of Safety and Security Request for Additional Staffing

Issue

District Safety & Security is currently understaffed and experiencing challenges in staffing and adequately supervising all 10 of our facilities 24/7.

Analysis

Current Staffing Model

Campus Safety is staffed by 21 full-time officers. Currently there is one vacancy due to a transfer, one additional position that was recently approved by the District, and one officer on long term medical leave.

The District has also used unarmed part-time officers to provide campus safety coverage on mostly weekends and some weekdays for many years now. Currently we have a total of 6 part-time officers who work at specific locations with fixed hours. Unfortunately, this part-time schedule model is very difficult to work with due to the following reasons:

- It limits where and how we can assign these officers
- Part-time officers can only work certain days of the week, certain hours
- As a result, we are unable to schedule them to help us provide optimum coverage when we really need it most
- Most of these officers were hired to work at a specific campus/site and therefore have very little knowledge of any other district location
- All these officers have full-time jobs which they work at from Monday thru Friday
- All these part-time officers are unarmed and work alone during their shifts

When a part-time officer is not available, we have had to either back-fill these positions with over-time or allow the campus to have very limited coverage during the weekend if we cannot find anyone to come to work.

Additionally, part-time officers rarely attend any monthly or regular training that we provide our full-time officers. Typically, this training is provided during the middle of their work week when they are working at their primary jobs and are unable to attend.

The safety department is minimally staffed and there is typically no relief for when an officer needs to be at training, calls out sick or takes a vacation. The current staffing model does not take into consideration that the main campuses require 56 hours per week of coverage on each shift, not 40.

Best practices dictate that on the main campuses we use two officers minimum per shift. Often SAC and SCC have had to drop below the recommended minimum of two officers per shift.

Department of Safety and Security Request for Additional Staffing

The DMC only has a part-time officer assigned who works Monday-Friday for 4 hours in the evening. If this officer is unavailable there is basically no coverage.

The District Office has a part-time unarmed officer who usually covers dayshift Monday-Friday, 9 AM – 5 PM but we have no coverage without overtime if an officer is needed after 5 PM. An officer assigned to SAC has to be present in the parking lot at the District Office while employees arrive to work, mostly from 7 AM to 8 AM. The travel time from SAC coupled with time at the District Office leaves SAC understaffed for around 90 minutes during the busy morning hours.

Note: While staffing the campuses is very important for student safety and success, the District Office houses a US Congressman, The District Chancellor and Vice Chancellors, People & Culture and periodically the Board of Trustees. This makes the DO a high value target for anyone wishing to cause interruption to the District or who is angry or upset at any of the aforementioned elected or appointed decision makers.

When there are additional shortages, the priority for Campus Safety is to staff the busier campuses like SAC, SCC, and CEC. Off sites like the Remington Education Center, Orange Education Center and the College and Workforce Preparation Center are the first to be without security coverage if additional officers or overtime are not available. While we do not have direct campus supervision during this time, officers are available for calls and will respond to off sites if needed.

Training Mandates

The lack of additional officers for relief also extends to training mandates. Officers work under the rules for the California Bureau of Security and Investigative Services, which requires at a minimum two firearms qualifications yearly and 8 hours of continuing professional education. It is important to recognize this is the bare minimum requirement and insufficient for campus safety.

With the transition from an unarmed to an armed safety and security department, RSCCD has been continuously striving to improve the professionalism of our officers. Although District Safety is not a California POST department, we strive to achieve compliance with POST training mandates that would be applicable to RSCCD. This includes the completion of a POST background and POST psychological exam prior to carrying a weapon.

Due to staffing shortages, it is challenging to release officers for 8-hour training classes. We try to bridge the training gap during our monthly 2-hour team meetings by addressing individual topics such as:

- Mental Health Update
- Biased Based Policing
- De-escalation Officer Intervention
- Arrest Control and Weapon Retention Techniques

Department of Safety and Security Request for Additional Staffing

Additional Mandates

In the wake of the George Floyd murder, there has been many police and campus safety reform efforts both nationally and in California. The California Community Colleges system has been a catalyst for change emphasizing bridging racial equity, campus policing, and student success. In June 2020, the Chancellor's Office issued a systemwide Call to Action to "actively strategize and take action against structural racism" in order to fulfill the commitment that individual colleges and the system as a whole have made to promoting student success.

The State Chancellor's Office sees a clear connection between the culture of campus policing and the community college's ability to create an equitable and inclusive campus climate. The Chancellor's Office emphasis on officers adopting a community policing and guardian mindset requires campus police and security officers attend and participate in campus activities not involving a "police response" or other formal public safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

Also, the State Chancellor's Office is requiring campus police and security officers to participate in regular ongoing training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. Campus safety is also expected to be part of the Board of Trustees Safety Committee and to assist in bringing their recommendations to fruition.

This promises to be a very challenging mandate when an officer's time is typically spent responding to calls, writing reports and general patrol duties. Additional staffing would allow for some flexibility in coverage so that we could have dedicated training days. Additional officers would not only help facilitate compliance with training mandates, but it would also allow for campus safety to take more of a leadership role in campus Crime Prevention efforts.

Extra staffing could allow for officers to provide training to students and staff on:

- Personal Safety
- Sexual Assault Prevention
- VAWA
- Theft and Burglary Prevention
- Alcohol and Drug Abuse
- Identity Theft
- Security of and access to campus facilities
- Law enforcement authority and jurisdiction of security personal

Regular in-service training should include many more topics too such as:

- Policing in a democratic society
- Diversity, Equity, and Inclusion
- Social interaction skills and tactical skills
- Disease of addiction

Department of Safety and Security Request for Additional Staffing

- Crisis intervention teams (mental health)
- Policies on Title IX sexual misconduct and sexual harassment
- Clery Policies
- How to work with LGBT and gender nonconforming populations
- Officer Wellness

There needs to be more joint emergency preparedness exercises with campus safety and school administration including:

- Active Shooter Preparedness
- Fire and Earthquake Evacuation Drills
- Emergency Operations Center

Clery Act

Campus Safety takes the lead in publishing the Annual Security Report, however, there has been a pressing need to implement a Clery Compliance Committee. RSCCD has been constantly evolving and the Board of Trustees Safety Committee is looking for new and more efficient ways of addressing campus safety within our community. A district wide Clery Compliance Committee offers a broad and flexible perspective and connects Clery compliance to other institutional priorities like Title IX.

Supervision

We have four budgeted sergeant positions for District Safety & Security. Two sergeants are assigned to SAC and two are assigned to SCC. Sergeants are managers who function as first-line supervisors. Sergeants also assist the campus Lieutenants with daily administrative tasks including attending meetings, handling student conduct issues, and completing assigned projects. Currently we have one Sergeant vacancy which will be filled on December 17, 2024.

Increased Enrollment

The Department of Justice, Community Oriented Policing Services published a document on appropriate staffing levels for campus public safety departments in 2011, which found that the actual ratio of officers to students in most universities is between 1.8 and 3 full-time equivalent officers per 1,000 students.

RSCCD is fortunate that our campuses are considered some of the safest and desirable in the entire state of California. This is undoubtedly a contributing factor in the increased enrollment statistics when other districts are still struggling after Covid. RSCCD credit enrollments have increased 25.30% and noncredit enrollment has increased 21.45%. These Full Time Student Enrollment numbers represent 10,087 and 3,004 respectively and an increase in student presence on all our campuses.

The increase in noncredit student enrollment is worth noting. These classes are predominately taught off-site and as previously mentioned these sites have the least safety officer coverage.

Department of Safety and Security Request for Additional Staffing

Campus Geography

Our campuses have always been fairly safe when considering crimes against persons. Still, there are property crimes such as vandalism and thefts occurring regularly but still not at an alarming number. Even so, campus safety staffing should be viewed through the lens of what is happening in our community.

All our Santa Ana campuses including the District Office are in high crime areas with frequent occurrences of Part 1 crimes which include Rape, Robbery and Assaults. Theft is also prevalent to include burglaries and vehicle thefts. The yearly Santa Ana Police Department crime statistics supports observation.

Recommendation

Approving two additional District Safety Officer Senior positions

This would contribute to appropriate armed staffing at all sites. There would also be a built-in relief factor so that officers could be assigned training days and greater flexibility to interact on campus with students during non-enforcement situations.

There is an average of 685 hours that either must be filled with overtime or if we are unable to fill the position will be left vacant. In the summer months this number exceeds 1,000 hours.

Chart A illustrates the structural flaw in our staffing. The numbers are based on the previous 12 months.

CHART A		
Monthly	Positions	Reg. Hours
District Safety Officer Senior	20	3,480
Paid Time Off Usage - Average	20	685

Chart B illustrates the impact that can be anticipated from hiring the recently approved additional officer. If two more officers are approved the staffing gap is significantly reduced.

CHART B		
Monthly	Positions	Reg. Hours
District Safety Officer Senior Approved Additional Position - Recruiting	1	174
District Safety Officer Senior Requesting Additional Positions	2	348
Paid Time Off Usage – Average	20	685
Deficit		163

Department of Safety and Security Request for Additional Staffing

Conclusion

The District Safety & Security Department views our contribution to campus safety as an integral part of RSCCD's overall education mission and student success. We know that campus crime can have long-lasting negative effects on not only the victims but the entire student body, staff, and surrounding community. These effects can include post-traumatic stress disorder, a fear of harm or violence, an inability to focus, decreased academic performance and even negatively impact enrollment.

If we are unable to adequately staff District Safety & Security, we may continue to find ourselves struggling to fully staff campuses and off-sites on a 24/7 basis. This could realistically result in officers being mobile in the field and circulating between campuses and off-sites, instead of stationed and focused on a particular campus. Lack of staffing could make the RSCCD community more vulnerable to the threat of crime and slow our progress on community policing and reform efforts.

Despite the challenges the safety department will continue to work hard to be creative and to prioritize our work to maximize effectiveness.

The recent approval of the additional District Safety Officer Senior position was a step in the right direction. The request for two more full-time officers is reasonable and justified. This incremental increase in staffing would be beneficial and keep campus safety trending in a positive direction.

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	District Safety Officer, Senior Armed		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13, Step 3	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	20,245.97	
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%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 27,131.84	\$ 27,131.84
TOTAL SALARY & BENEFIT COST			\$ 101,978.32

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%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

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)		23,467.26	
TOTAL INSURANCE COST		23,534.62	\$ 23,534.62

TOTAL COST OF POSITION	\$ 127,150.94
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BENEFITS =	\$ 52,304.46
BENEFIT COST AS A PERCENT OF CONTRACT =	69.88%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W



District Safety & Security Department

WHO WE ARE



WHO WE ARE

All Campus Public Safety Officers are trained and certified by the California State Bureau of Consumer Affairs as licensed Security Officers. Many of the Officers have years of experience in law enforcement / security operations.

It is important to note that we are not police, and our primary mission is not law enforcement. Our primary goal is to ensure a safe environment for faculty, staff, students, and visitors.

Our Officers provide visible and continuous patrols on the campus, so we are available for students, staff, and guests.

WHO WE ARE

District Safety Officers receive their authority from:

- Board of Trustees
- Penal Code
- Education Code
- California Bureau of Security & Investigative Services
 - Guard Card - Every 2 years
 - Exposed Firearm Permit - Every 2 years
 - Baton & Pepper Spray Certification - Every 2 years
 - Written Exam - Yearly
 - Officers qualify with their firearm 2X yearly

WHO WE ARE

STAFFING		
Full Time Employees		
Management	7	1 Chief, 2 Lieutenants, 4 Sergeants
Administrative Secretary	1	
Dispatcher	3	
Armed SDSO	21	
Locksmith	1	
Part Time Employees		
Management	1	Project Manager
DSO Unarmed	5	
DSO Unarmed (Vacant)	6	Unfunded to fund Locksmith position
Reserve Officers	4	

WHO WE ARE

Areas of Coverage

- 24/7/365 Coverage
 - Santa Ana College
 - Santiago Canyon College
- Business Hours Coverage
 - District Office
 - Centennial Education Center
 - Remington Education Center
 - Orange Education Center

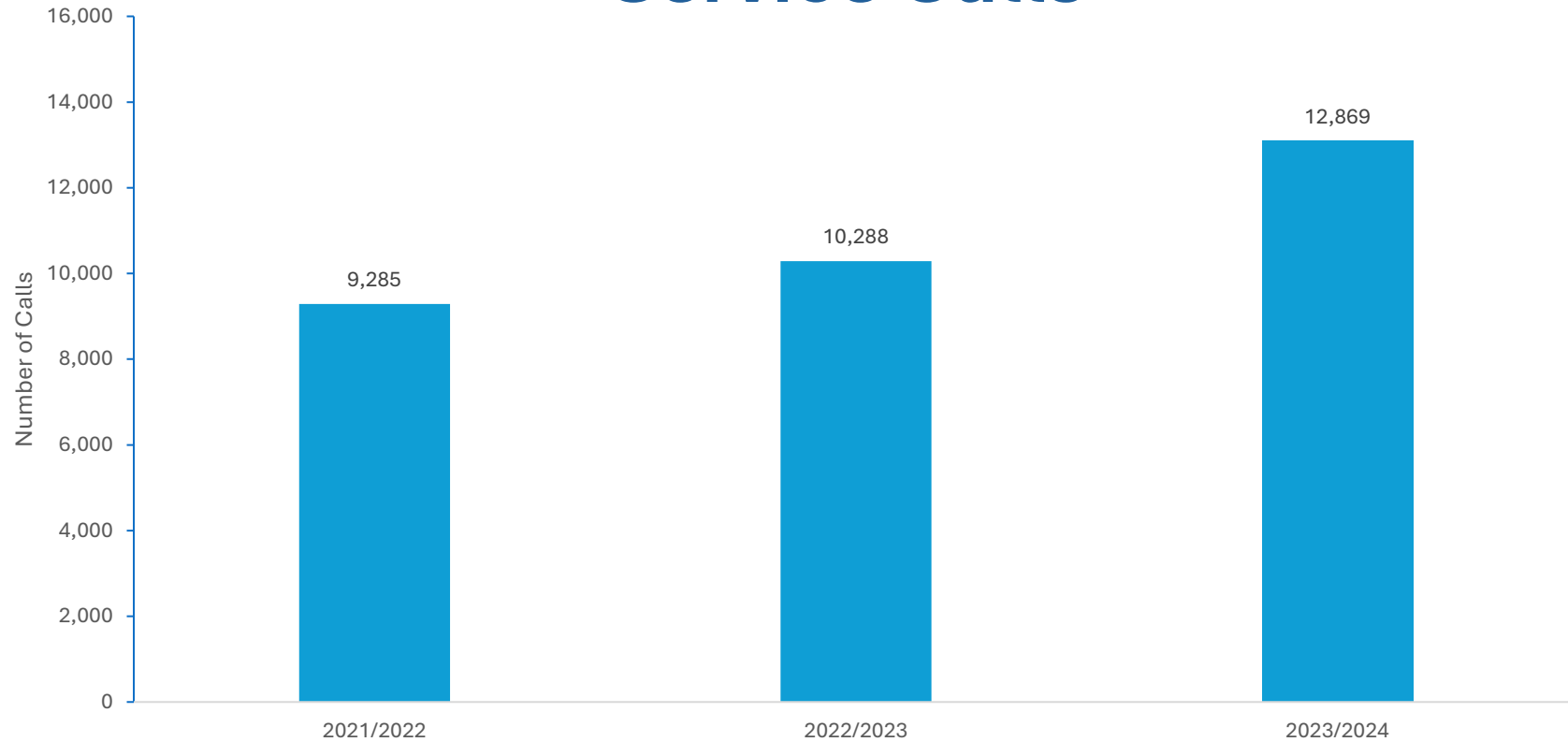


WHAT WE DO



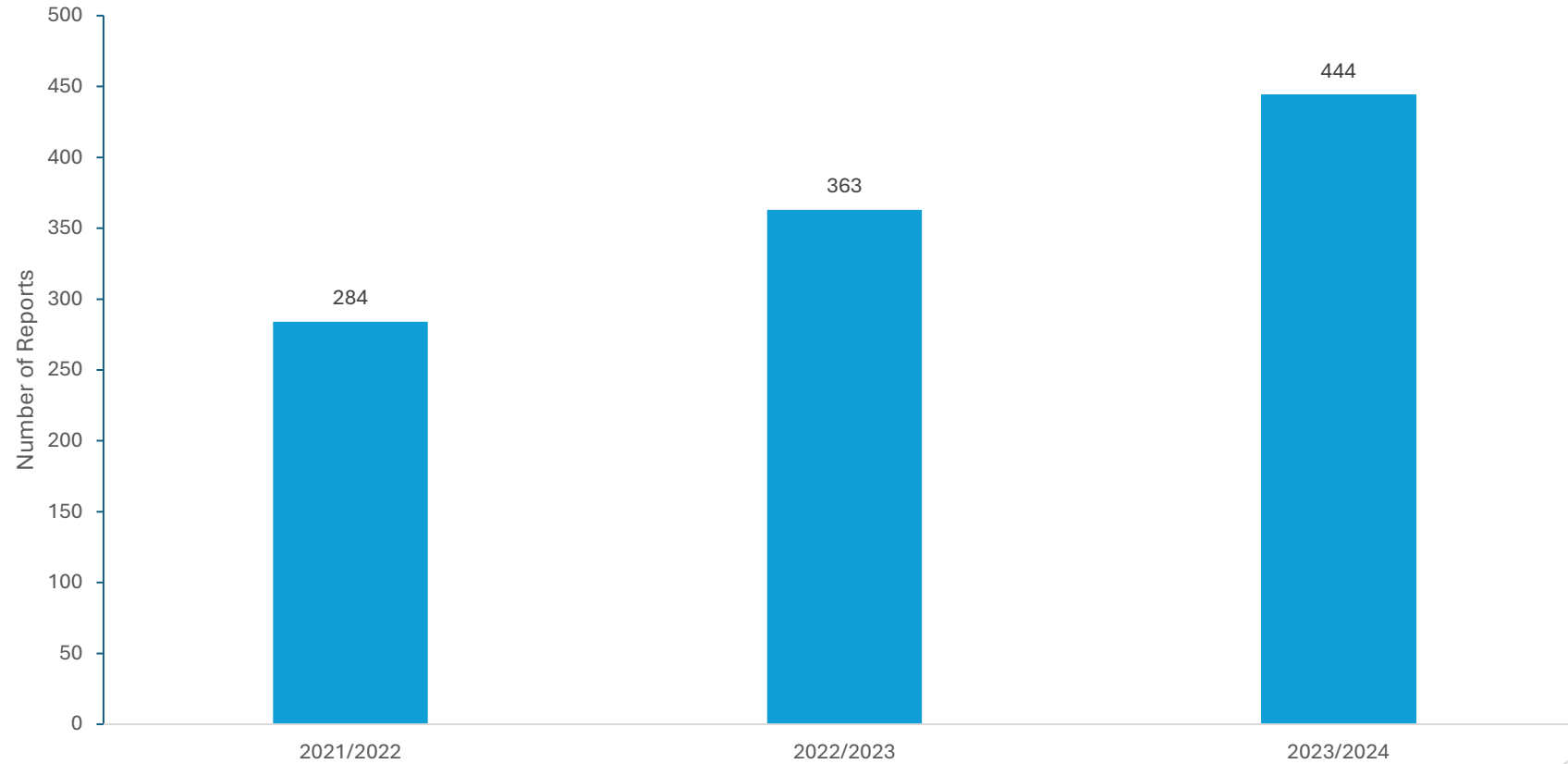
WHAT WE DO

Service Calls



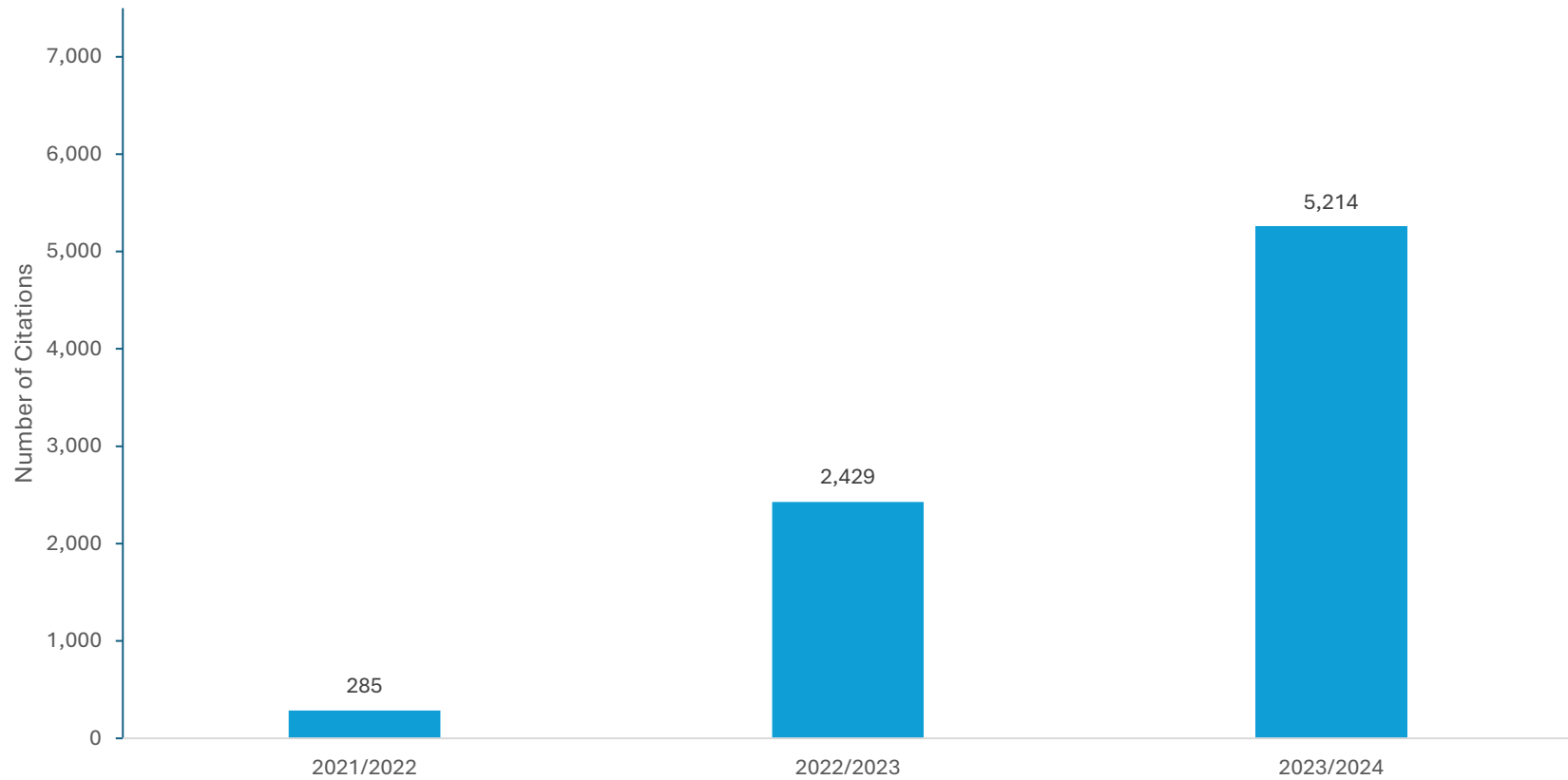
WHAT WE DO

Incident Reports



WHAT WE DO

Citations



WHAT WE DO

We provide safety awareness training to Staff and Students:

Active Shooter

Emergency Preparedness

Emergency Operations Center

New Student Orientation

Building Evacuation

Lockdown

WHAT WE DO

Access Control

- Issue keys and ID cards.
- Create door unlock schedules for SC, JSC, HS, and District Office.
- Able to lockdown certain buildings through the Genetec System. JSC, SC, HS, CEC building A, District Office.

WHAT WE DO

Crime prevention and security awareness program:

- Campus Patrol
- Escort Program
- Emergency Blue Light Tower Phones
- Rave Guardian
- New Student, Faculty and Staff Orientation
- Rave Mobile Safety
- Safety Notification Alerts

WHAT IS WORKING



WHAT IS WORKING

Embrace Procedural Justice

In accomplishing our mission, the Safety & Security Department will be guided by the four components of Procedural Justice.

1. Fairness - Treat others neutrally and without bias and apply rules consistently.
2. Respect - Treat people with dignity.
3. Voice - Allow people an opportunity to be heard, to “tell their side of the story”.
4. Trustworthiness - People react favorably when they believe officers are benevolent, caring, and sincerely trying to do what is best.

WHAT IS WORKING

Embrace the RSCCD Enforcement Philosophy

Generally speaking, when it comes to the enforcement of campus rules and regulations, Officers must be guided by the “spirit” of the law rather than the “letter” of the law.

WHAT IS WORKING

Change of Culture

- District Mindset
- Service Oriented
- Guardian vs Warrior
- New Managers and Officers

WHAT IS WORKING

In previous years our scheduling model consisted of various shifts at both SAC, SCC, and off-sites. These shifts did not coincide with one another, and they had various start times and end times according to each campus.

This resulted in the inability for Officers to fill in at other campuses. The off-sites also had their own restrictive schedules making it difficult for those Officers to work/assist at any other campus.

WHAT IS WORKING

To address these concerns, we adopted a uniformed 5-day, 8-hour work schedule across the entire District Safety department.

All Officers at all locations on same 5/8 schedule - allows interchangeable personnel based on immediate need.

Officers currently rotate shifts twice annually - Officers gain experience at each facility and each shift.

WHAT IS WORKING

The uniform schedule gives Officers the ability to be cross trained at all the locations.

The ability to back fill vacancies with little disruption to their main schedule.

This schedule also allowed us to be more efficient with our deployment of officers and we can better address specific needs.

WHAT IS WORKING

Relationships

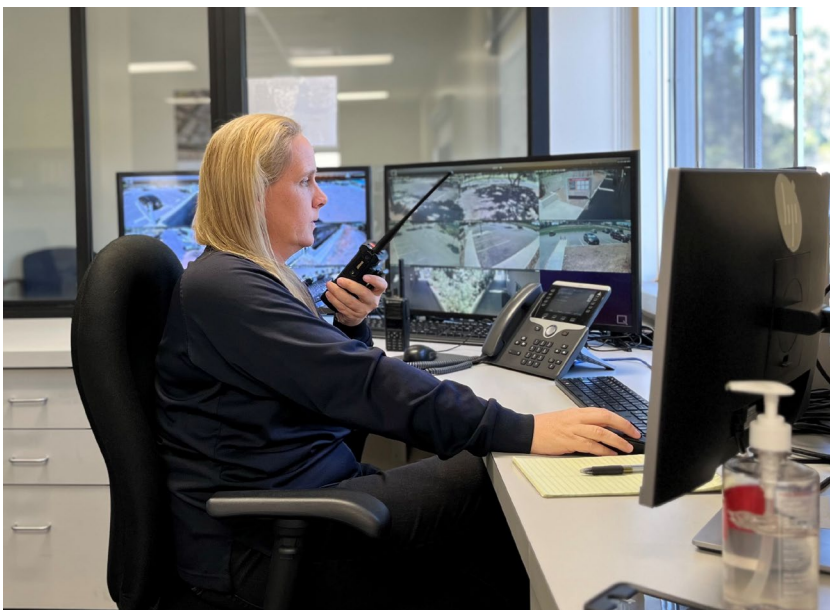
Better relationships and communications with CSEA

- Resulted in less complaints from CSEA members and more productivity.

Improved communication with college cabinets and overall college community

- Campus safety is seen as transparent & approachable.
- Customer Service increased.
- Campus Safety demonstrates more tolerance & restraint.

WHAT IS WORKING



Incident IR:

Officer:

If you have additional information, please contact Campus Safety Dispatch at **714-564-6330**

**The Department of Safety & Security
values customer service**

Have we answered all your concerns today?
Is there anything else we can assist you with?



Learn more at rscdd.edu/safety

WHAT IS WORKING

IPS Virtual Permit System

Customers can now purchase permits online which become valid instantly. This is especially helpful for our new “guest” passes that are available to the public. They may purchase a day, week, month, or 16-week term pass.

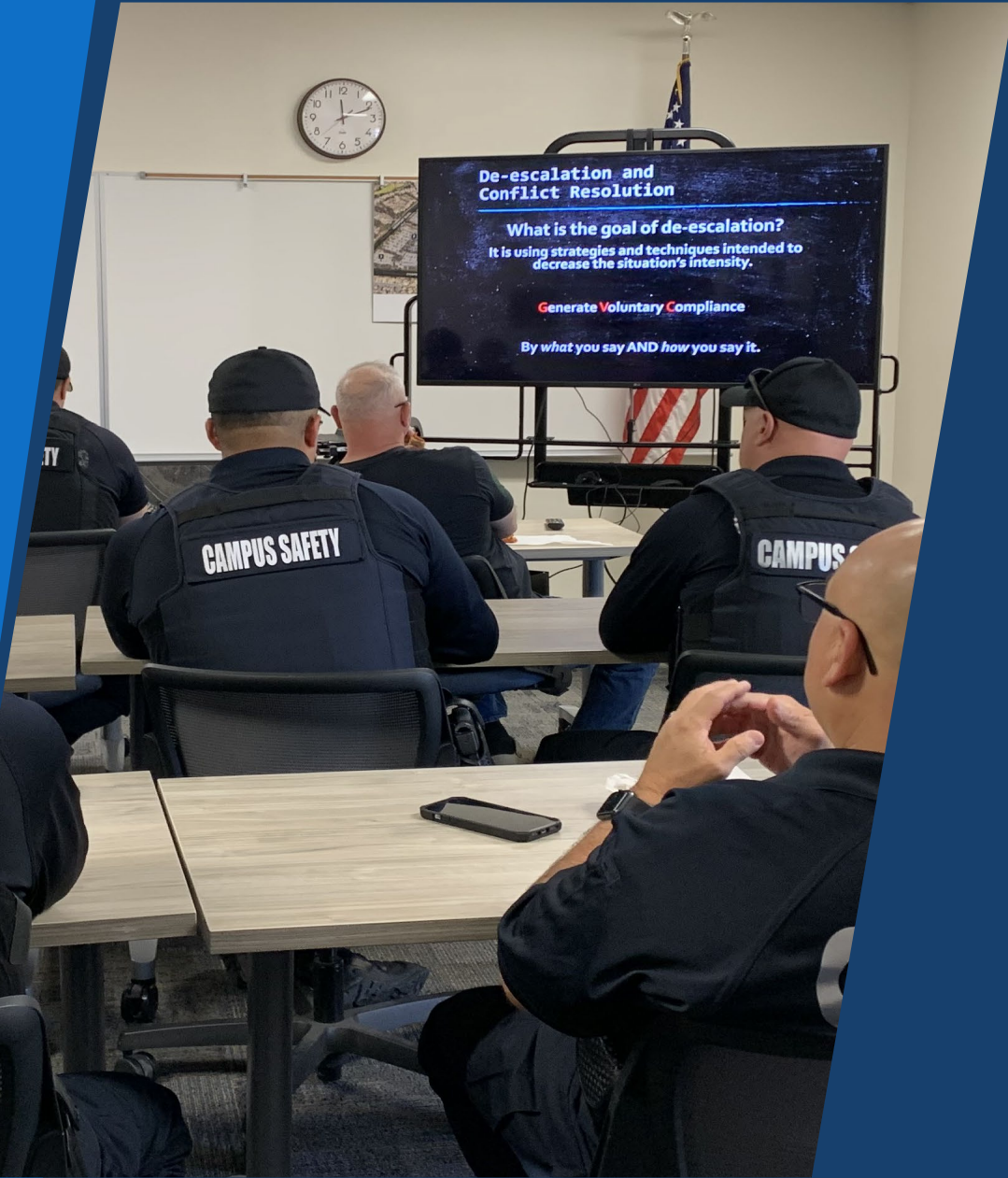
Customers may update their vehicle information online as well. This makes it convenient if they drive multiple vehicles or have a rental vehicle, etc.

WHAT IS WORKING

Training Drives Culture Change

- Policy Manual
- Daily Briefings
- Monthly Trainings

WHAT IS WORKING



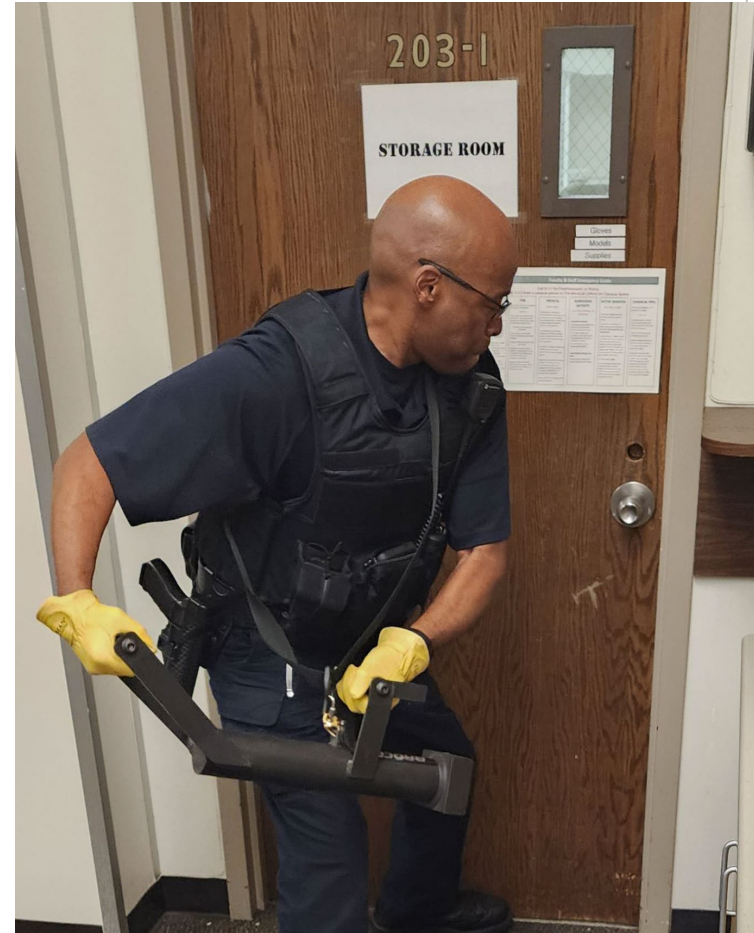
Recurrent Training

- First Aid/CPR
- Sexual Harassment
- Heat Illness Prevention
- RSCCD Mandated Reporter
- Active Assailant Preparedness
- Blood Borne Pathogens
- Report Writing
- Diversity, Equity and Inclusion
- De-escalation
- Emergency Evacuation Chair
- First Amendment AR3900
- Naloxone (Narcan)

WHAT IS WORKING

Other “New” Training:

- Artemis
- Glock Armorer School
- Breaching
- E-Bike
- Campus Safety training at OC Sheriff’s Academy - 40 Hours



WHAT IS WORKING

Managers' Training:

- Tabletop EOC Exercise at UCI
- Clery
- California Force Instructors Association Symposium at SAC
- School Safety Seminar by the Joint Regional Intelligence Center
- Threat Assessment & Management for Schools Seminar by the Joint Regional Intelligence Center

FOCUS AREAS FOR IMPROVEMENT



FOCUS AREAS FOR IMPROVEMENT

- No relief factor in staffing - no backfill for leave time usage.
- Coverage for the DMC and District Office requires the use of reserves or overtime.
- No staffing for non-enforcement activities - community events (Title V recommendation)
- Need to recruit a more diverse applicant pool.

FOCUS AREAS FOR IMPROVEMENT

- Part-time officer staffing model - less experienced, not as well trained, limited availability, non-armed.
- Increase student worker pool.
- Relief coverage is needed to cover for training opportunities.



Rancho Santiago Community College District Services Administrative Unit Review

District Communications and Government Relations 2023-2025

I. **Department Mission Statement:** *(Please provide a mission statement for your unit.)*

District Communications & Government Relations provides leadership, planning, and implementation of strategic and creative communication tools to promote, elevate, and reinforce the Rancho Santiago Community College District's brand and reputation.

II. **Functions and services:** *(Please provide the basic functions and services for your unit.)*

Key Functions and Services:

- Elevating the RSCCD message to key constituents, including but not limited to:
 - Internal: Chancellor's Office, Board of Trustees, Faculty, Staff, Students
 - External: Elected Officials, Community Leaders, News Media, State and Regional Partners, Businesses

- Enhancing the RSCCD brand through creative and innovative storytelling through graphic design, photography, videos, social media, publications, and web content.

- Promoting the RSCCD core values with strategic public relations and marketing efforts through paid advertising, earned media (news media), social media and owned media.

- Protecting the RSCCD name and reputation through immediate and accurate communications amid uncertainties and crises.

III. Customers and recipients of services: *(Who are the customers/recipients of your unit?)*

The primary customers and recipients of District Communications services can be broken up into two groups:

External:

- Government and Elected Officials
- News Media
- Community Leaders and Members
- Local School Districts

Internal

- Faculty
- Staff
- District Employees
- College PIOs

IV. Staffing: (Please summarize the status of your staffing since the last planning cycle and concerns you may have.)

The District Communications Office returned with the hiring of a permanent Chief Communications Officer in mid-2023, with some calling it the first time that position was filled in 12 years. Since the last planning cycle, several staff members have left and or taken the Supplemental Retirement Plan (SRP) option, thus leaving the team thinner than before. These losses included **eight (8)** staff members and a **0.5** part time person.

- Manager of Publications and Electronic Media
- Two Desktop Publishing Technician
- One Administrative Clerk
- One Reprographic Technician
- Digital Media Specialist
- One Graphic Designer
- One and a half SAC Quick Copy Publications Assistant (added Fall 2024)

Since the last planning cycle, the team has worked valiantly to meet the needs and demands of the District and the two colleges. The COVID-19 pandemic slowed demand, but today, the jobs and requests match and surpass pre-COVID numbers.

As a comparison with our neighboring districts and their staffing needs in their communications office, we are one of the least resourced while sporting the largest enrollment and services in the county.

Communications Staffing Comparison with Neighboring Districts

RSCCD:

- Chief Communications Officer only

South Orange CCD

- Chief Communications Officer
- Communications Specialist/New Media Specialist

North Orange CCD

- District Director of Public and Governmental Affairs
- Communications Coordinator

Coast CCD

- District Director Public Affairs and Communications
- Public Affairs Coordinator

BUDGET REQUEST

For the 2024/25 cycle, only one (1) staff position is needed to meet growing demands and pivot the District Communications Office is moving from a reactive department to a proactive strategic force.:

Communications Specialist

This will be a key individual working with the CCO to manage communications projects and with our colleges to profile and promote our faculty and their respective programs. The focus of this position will be elevating the brand and reputation of the District and the Colleges to key external constituents such as the news media, elected officials, and key community leaders.

The Communications Specialist will work with district and college researchers to identify the collective perception and impression in our various communities and to drive it toward our desired reputation, as reflected in our strategic directions. This role will work with the CCO in providing content for our websites, propelling the work of our students and programs on social media, and integrating the work of our colleges to communicate a cohesive and unified brand to our external audiences.

V. Budgets: (Please summarize the status of your department budget and concerns you may have.)

District Communications (formerly Public Affairs and Publications) have always worked within a streamlined budget. The Covid years and SRP retirements further diminished the small staff, furthering the struggle to manage the growing demands for graphic and publication work orders.

The long-awaited hiring of the District's Chief Communications Officer has finally provided a vision for developing a strategic communications direction. With the addition of two temporary hires, there is evidence of greater and more collaborative communication efforts from the District and the two colleges. Regular communications from the Chancellor, news stories on the programs and accomplishments at the colleges, profiles of our faculty, and recognition from local and statewide leaders have seen a dramatic increase in the hires. Unfortunately, this momentum cannot be sustained without creating permanent positions to leverage what we're doing with strategic and timely communications.

Without a Communications Specialist, our communications efforts to expand the RSCCD Brand and the brand for SAC and SCC will be limited.

Examples of what we will be *missing and/or limited* without this position:

- Updated and fresh news stories for RSCCD.edu website and banners.
- Reviewing RSCCD.edu website for outdated and obsolete pages
- Ensuring data integrity on information about RSCCD on our websites.
- Tracking and promoting RSCCD activities on social media platforms such as LinkedIn, Facebook, and Instagram.
- Tracking and informing leadership of potential controversial and negative stories about RSCCD, SAC, and SCC
- Promoting SAC and SCC social media posts to RSCCD audiences
- Creating human interest stories for RSCCD homepage and news media.
- Profiling outstanding and unique programs for RSCCD homepage and local news media.
- Creating faculty profiles for SAC and SCC experts for news media and promotional materials.
- Aligning RSCCD stories with the Board of Trustees Strategic Directions.

VI. Department Assessment: Please provide internal assessment of your department (by all unit staff) and external assessment (from data provided by the District Services Satisfaction Survey, as well as other sources that your department would like to use). What recommendations would you like to bring to the District's attention?

a) **Internal Assessment:** Having observed our department over the past six months, here are the internal assessments.

- **Graphics:** This is a definite strength of the District, and the services provided to our college and centers are invaluable. Unfortunately, the demand for the service returned, if not surpassed, pre-Covid numbers while staffing decreased by 33%. Our Graphic Designers are not only asked to design flyers and brochures, schedules, and catalogs. They are also called to record and edit videos and serve as District photographers at key institutional events. Our unions are concerned with the workload demands and the well-being of staff members in meeting untenable deadlines and demands.
- **Reprographics:** The District currently operates with two individuals. We believe this is a reasonable number of staff to handle the workload. Even though some believe we are moving towards an electronic environment, the demand for printed materials has returned to pre-Covid levels with an increasing demand for banners and other services.
- **Web Content and Design:** The arrival of a new Content Management System (CMS) for all of District and College websites will be an enormous undertaking between ITS and District Communications. This multi-year process will require full integration of technology with institutional branding and communications. Our employees will soon be empowered to be their own content providers on their designated web pages, requiring consistent and timely support from both the ITS and Communications teams. One current member of the ITS team will transfer and work under District Communications to provide immediate support and expertise for non-technical web needs.
- **Social Media:** A renewed emphasis on social media began at the end of 2023 and the results were mind-boggling. The trajectory of interest on LinkedIn, Facebook, and Instagram skyrocketed as interest and followers continued to be added. While the Colleges' social media targets student enrollment needs, the District's social media targets local and statewide leaders and influencers. State Chancellor Sonya Christian and other leaders have been engaging with RSCCD's content on social platforms, positioning RSCCD as a statewide leader in educating and training students. We were able to relaunch our social media accounts with the help of our two temporary hires and, as we grow in reach and influence, we will need

permanent people to sustain our growth and success in this area.

- **District Communications and Crisis Communications:** This department has spearheaded the Chancellor's desire to increase and enhance his vision and direction for the District. Since August, a regular "Message from the Chancellor" has been created by this office and sent from the Chancellor's office to all employees at the district and colleges. To not over-saturate the number of emails from his office, the Chancellor decided to adjust his weekly "Messages" to twice a month in February 2024. The CCO is the spokesperson and the news media's first point of contact for all crisis-related communications. The CCO works closely with the Chancellor, Campus Safety, the College Presidents, and Legal Counsel on issues that may jeopardize our reputation and/or place the district in a liable situation should it not be communicated accurately and effectively.
- **Government/Community Relations:** District Communications works closely with the RSCCD Board of Trustees, Chancellor, and Vice Chancellor Perez in advocating and elevating key bills and issues to our represented leaders. Attendance and involvement with businesses and leaders in Orange County build goodwill within our community. Additionally, our involvement in Sacramento and Washington DC increasingly heightens our access to much-needed earmarks and grants, especially during times when the State budget is impacted.

b) External Assessment:

Assessing District Communications and Government Relations takes into consideration services provided by three different areas and functions:

- Graphic Design
- Reprographics/Publications
- Chancellor and District Communications

Graphic Design and Reprographics/Publications:

Overall, external assessment is positive, with 50-60% of the District using services provided by these departments. The staff is helpful and works to provide graphics and printing needs quickly and accurately. Recent surveys have indicated strong support and recognition of the creative and progressive designs supporting the college's many initiatives. Over the past year, the challenge has been the lack of staff to meet the growing demand for graphics projects. Staffed by only one graphic designer last year to support

two colleges and the district was bound to cause delays and mistakes. The Graphics Manager had to step in and serve as a second graphic designer to meet ongoing demands. Not surprisingly, the surveys provided comments and feedback such as:

- Mary Law needs help!!! She should focus on her management role, but it seems she has taken on all classified responsibilities.
- Difficult to reach and non-responsive at times.
- Staff is kind, responsive, and respectful. The unit has been challenged with a reduced staff but serves RSCCD, SAC, and SCC well with what they have.
- Communication can be a little faulty but otherwise print orders are filled and information is conveyed as needed
- The department is talented in what it does, my concern is the turn-around time when requesting projects 6-8 weeks. This area needs support to meet the needs of both campuses and the district.

Our Reprographics Department, also known as Publications, provides printing and copying services for SAC, SCC, and the District. Staffed by two full-time and one part-time employee, they can effectively and efficiently serve the growing needs around them. The main challenge in Reprographics is the increasing cost of paper and ink. The prices charged-back to the department for reprographic services are often 50-75% below those found at Office Depot and Kinkos. There is a growing consensus on the need to update our pricing structure to reflect the growing cost of paper and ink.

Overall, the ratings for this area are positive with average to excellent ratings from 60% on up. Nevertheless, one in three respondents found our **Timeliness of Response** to be **Below Average to Poor**, indicating the need to improve upon this area in the upcoming year.

Chancellor and District Communications

The May 2023 survey did not include communications-related questions since it was distributed before the new Chief Communications Officer arrived. The survey results showed that staff helpfulness, knowledge, and services were very high. The one area that received nearly 25% below average to Poor scores was finding services not fitting the needs of respondents' areas.

The feedback and suggestions from respondents reinforced the message that staff service and knowledge were well received. There were, however, several comments on the lack of trust and low morale prevalent across the District.

I ascertain from these comments that a need exists for more and better communications from the Chancellor's office to mitigate some of these concerns.

c) Recommendations:

District Communications needs to be staffed to be a proactive voice for the Chancellor as we venture into a national and statewide model of excellence.

These staffing needs include but are not limited to:

- 1) Greater focus on branding and marketing the programs, faculty, and students across our District. We must market beyond enrollment and elevate our reputation and brand as a statewide and national leader to access state and federal support and funding.
- 2) Enhance our communications to keep up with today's audiences. We live in a visually-focused society where the preference lies more in watching than reading. To respond to this growing need, we want to establish video creation and development as a tool to reach today's audiences.
- 3) Increase productivity by creating greater efficiency. The surveys clearly communicated the need for better communication on projects submitted for graphics and reprographics services. Folks are generally happy with the work, but the time and the lack of project management and communication discourage many of our users.

Resource Type	Description	Resource Annual Cost Estimate	Reason for Request	Impact of Not Funding
Classified	1. Communications Specialist	\$113,552.55	<p>As the CCO continues to grow communications from the Chancellor and in the district, there is an ongoing opportunity to grow our brand and reputation by promoting our faculty and programs at our Colleges and Continuing Education Centers. Working alongside our PIOs, the Communications Specialist will meet with faculty to develop profile stories and develop a bank of experts to pitch to news media. The impact of this endeavor will further enhance our reputation as a statewide leader and establish our colleges as a destination workplace for future faculty members. Another reason for this position is to have a designated person at the district to review and update our websites to ensure information is factually updated and accurate especially as we begin the migration to a new Content Management System (CMS).</p>	<p>The district will continue to have a single dedicated resource for branding and communications on a district-wide basis which is not sufficient to meet our growing footprint of becoming not only a leader statewide but nationwide, as well. This is not a self-appointed recognition of leadership but demands a strategic plan of profiling and highlighting our excellence to local and national news media outlets and elected officials. There is a current gap at our colleges and at the district with promoting our faculty expertise and excellence beyond just to our internal staff and faculty. Additionally, as we grow as a district, information on our websites and marketing materials needs to be updated and factually accurate. The Communications Specialist will be tasked with reviewing our top-level and highest-profile pages to ensure that the information being disseminated to our students and community is accurate and updated.</p>

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	communication specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
	\$ 6,945.110	12	\$ 83,341.32

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	22,543.83	
SOCIAL SECURITY	6.200%	5,167.16	
MEDICARE	1.450%	1,208.45	
UNEMPLOYMENT	0.050%	41.67	
WORKERS COMP	1.500%	1,250.12	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.250%	\$ 30,211.23	\$ 30,211.23
TOTAL SALARY & BENEFIT COST			\$ 113,552.55

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%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 83,341.32	75.01
MEDICAL INSURANCE (see below)		
TOTAL INSURANCE COST		75.01 \$ 75.01

TOTAL COST OF POSITION	\$ 115,265.56
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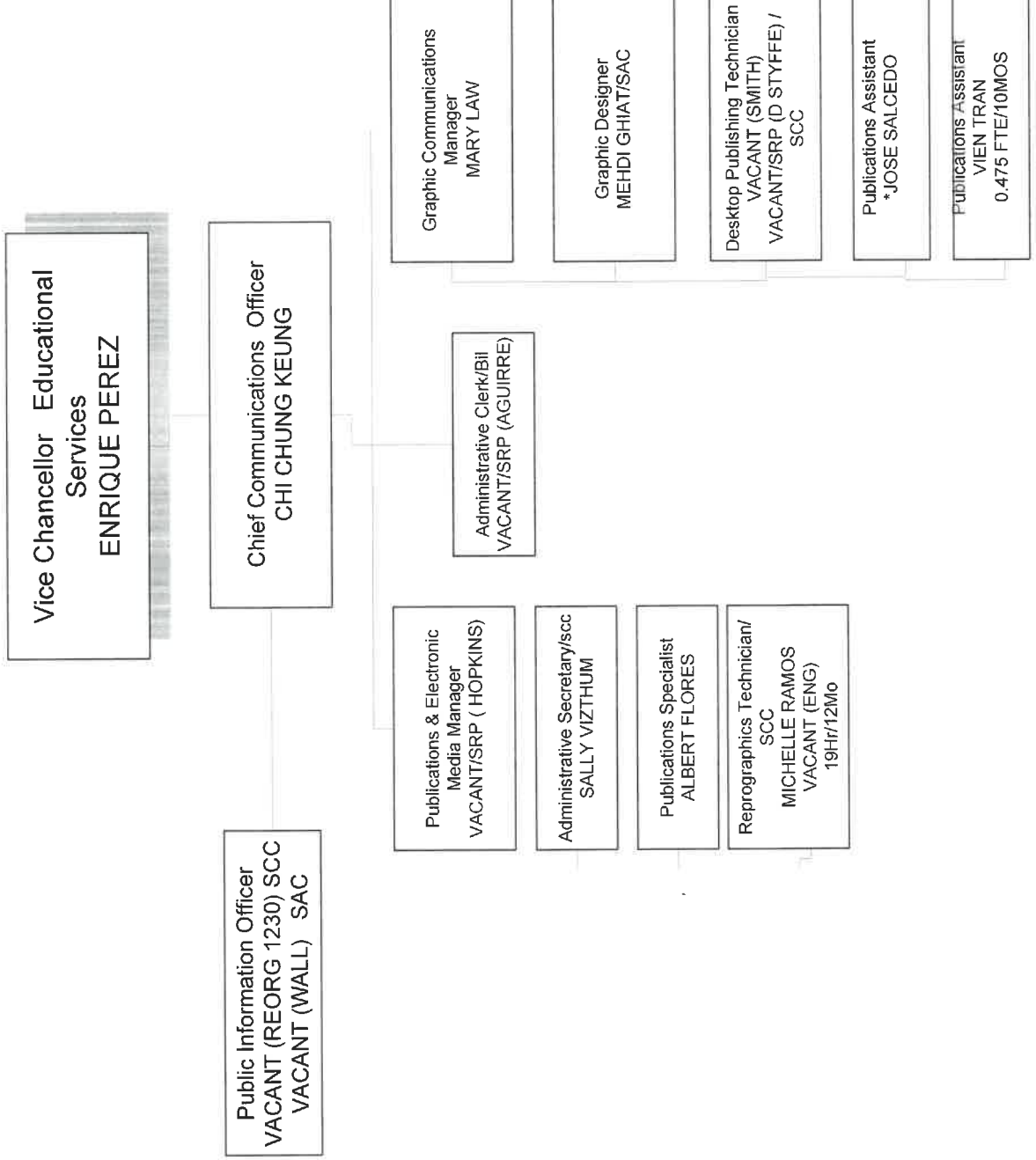
BENEFITS =	\$ 31,924.24
BENEFIT COST AS A PERCENT OF CONTRACT =	38.31%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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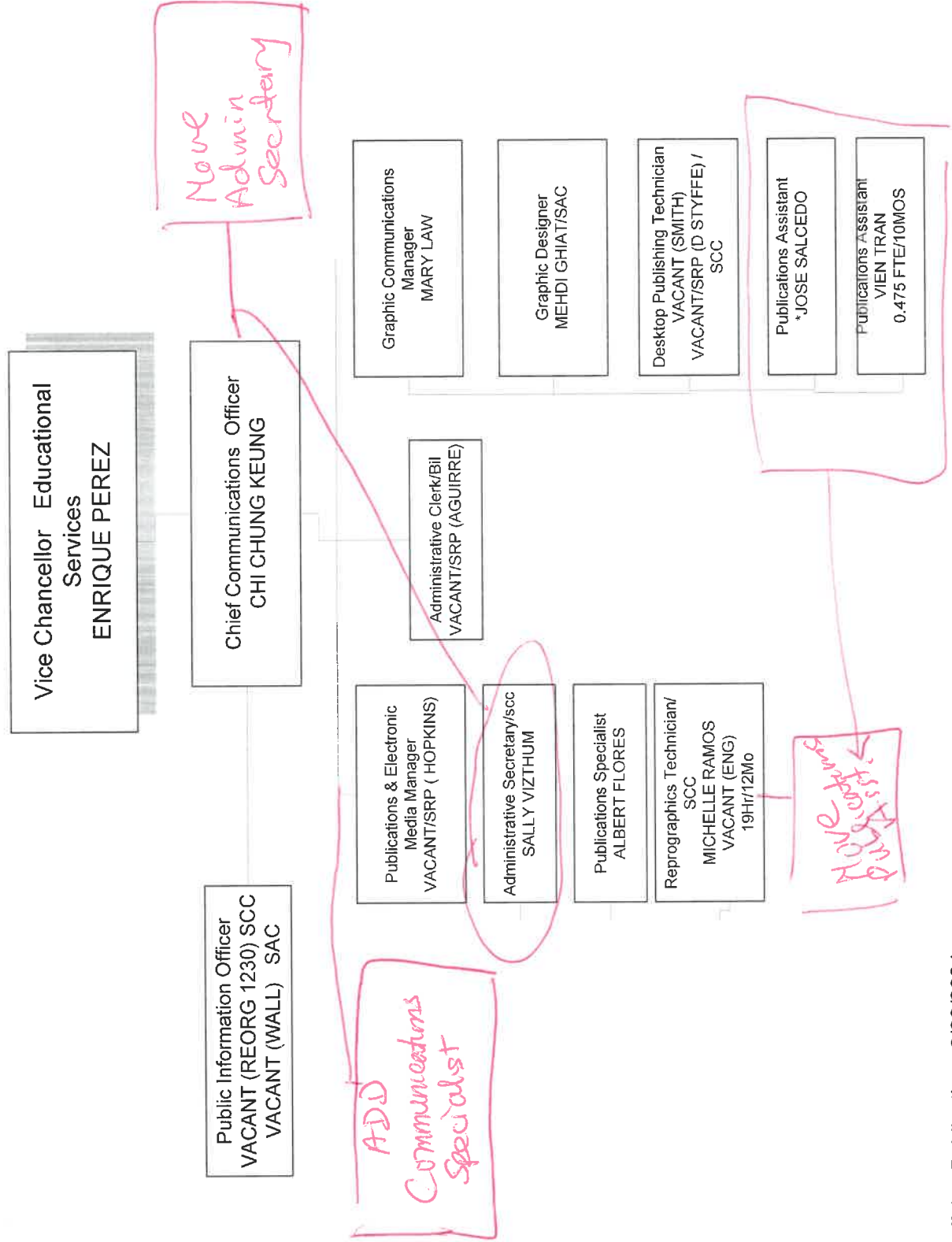
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Current

Rancho Santiago Community College District PUBLIC AFFAIRS AND PUBLICATIONS



Rancho Santiago Community College District PUBLIC AFFAIRS AND PUBLICATIONS



COMMUNICATIONS SPECIALIST

CLASS SUMMARY

Under general direction, responsible for promoting and coordinating college communications strategies both internally and externally through effective communication and public relations strategies. Supports college's public relations and marketing efforts, providing counsel on strategies and tactics to the public affairs department director and college constituents.

REPRESENTATIVE DUTIES

Develop and implement public relations strategies/campaigns to promote the college on state and local levels; Research and analyze information through meetings and interviews for the development and distribution of various publications; write, edit and develop production timelines for brochures, newsletters and advertising; Prepare, write and distribute press materials concerning colleges to newspapers, radio and television outlets; interview faculty, staff, students and administrators as needed for publicity and promotional purposes; arrange for photography for publications and special events; write copy for brochures and speeches; coordinate the production and distribution of special publications and other communications vehicles; plan and direct promotional events designed to attract attention to the college or its services; responsible for coordination and oversight of college web content; coordinate information and photographs to create web pages and update existing ones; develop marketing and advertising strategies for specific programs and services on campus; cultivate and maintain effective working relationships with media representatives and community organizations to ensure positive coverage of the district; assist in the marketing planning process and with the production of specific marketing communications materials such as advertising or direct mail.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager of the public affairs and governmental relations department. In addition, the position has an informal reporting relationship with the college president.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree in communications, journalism or related field and three years writing/editorial experience. Experience in marketing is desirable.

COMMUNICATIONS SPECIALIST CONT'D

Knowledge and Abilities

Knowledgeable in the tactics of media relations with strong written and verbal communication skills; familiar with principles of communications and media operations; English composition, Associated Press Style and editing; marketing strategy, audience segmentation and targeting techniques. Knowledge of word processing; desktop publishing, news-writing and editing.

Ability to research, interview, write and edit copy for informational and persuasive purposes; manage projects to produce various communication vehicles; work effectively with media representatives, employees and students; provide information to others within stated or implied bounds of district policy; function effectively under pressure and time constraints.

Skills: Computer literacy is essential as is the ability to manage multiple projects in a timely manner. Strong interpersonal skills.

License: A valid California Motor Vehicle Operator's license.

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Submitted									
Congressionally Directed Spending Proposals – Correa \$2.5 million	SAC –Correa Dr. Nery	SD 2 & 4	March 22, 2024	UPDATE: Project selected by Cong. \$1.184 million approved at committee level.	Fall 2024	No	Project to support Criminal Justice apprenticeship programs.	No	Yes
Congressionally Directed Spending Proposals – Correa \$4.865 million	SAC – Dr. Nery	SD 2 & 4	March,22 2024	UPDATE: Project selected by Cong. \$1.25 million approved at committee level.	Fall 2024	No	Project to improve the instructional spaces for the Automotive, Diesel and Manufacturing programs.	No	Yes
Congressionally Directed Spending Proposals – Padilla/Rep. Kim \$2.57 million	SCC – Umberg / Kim Dr. Kim	SD 2 & 4	March 29, 2024	UPDATE: Project selected by Senator	Fall 2024	No	Project to support Water/Wastewater Technology programs	No	Yes
U.S. Department of Education TRIO Student Support Services \$1,361,820 (\$272,364 per year for 5 years)	SAC: Veronica Hurtado (SSS-Reg)	SD 1	July 15, 2024	Submitted	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)	SD 1 & 2	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 120 low-income, first-generation and disabled veteran students to improve their retention and success in college.	No	Yes
	SCC: LaKyshia Perez (SSS – Reg)	SD 1	July 15, 2024	Submitted	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

RSCCD Resource Development Grant Development Schedule

Grant	District/College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	District/College authorized submission
	SCC: LaKyshia Perez (SSS – Vets)	SD 1 & 2	July 15, 2024	Submitted	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)	SD 1 & 2	July 15, 2024	Submitted	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
CA Learning Lab Grand Challenge \$25,000 - \$200,000 SAC & SCC Sub-award of UCI	SAC – Minhan Dinh SCC – Jessica Karmer	SD 1 & 2	LOI: Oct. 10 2024 Proposal: Oct. 31 2024	UPDATE: Not awarded.	January 2025	No	Projects for the constructive development of AI use, understanding and capability to enhance teaching and close equity gaps.	No	Y
Fall 2024									
Rebuilding Nursing Infrastructure (RNI) CCCCCO Up to \$2 million	SAC – Jeff Lamb & nursing faculty	SD 1 & 2	Jan. 31, 2025	Planning	March 2025	No	Expand existing Nursing Associate Degree program.	Yes	Pending
	SCC – Jason Marks, Michelle Samura	SD 1 & 2	Jan. 31, 2025	Planning	March 2025	No	Develop pathway to Nursing baccalaureate degree through partnership with UCI.	Yes	Pending
Rising Scholars CCCCCO \$100,000/year for 3 years	SAC – Vaniethia Hubbard	SD 1 & 2	Jan. 31, 2025	Considering	March 2025	No	Projects to support students in prison/jail, or students on campus, or both to support justice-impacted students to persist to earn credit units and degrees.	No	Pending
	SCC – Jeannie Kim			Planning					Y
Project ACCESS: Accelerating Career Connections and Employment Success	SCC – Jason Parks	SD 1 & 2	Jan 17, 2025	Considering	March 2025	No	Project to accelerate innovative programs that connect learners with paid work-based learning opportunities.	No	

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Strategies Jobs for the Future \$300,000									
Foundation grants: Carnegie Mellon, Nordstrom Foundation	SCC – Michelle Samura	SD 1 & 2	Open submission cycle	Considering	Varies	No	TBD. In general, strengthen Humanities & Social Sciences programs through interdisciplinary projects that engage the community, employers and university partners.	No	Pending

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
<i>Opportunities applied for that were identified in 2024</i>					
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	Applied for \$200,000 planning grant	May 16, 2024
<i>Congressionally-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-\$4 million per project x 3 projects	Spring 2024
<i>Opportunities applied for that were identified in 2023</i>					
<i>Congressionally-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
EPA	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

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National Science Foundation

Grant Title: NSF 24-551: Hispanic-Serving Institutions: Enriching Learning, Programs, and Student Experiences

Grant Due Date: February 12, 2025 – Second Wednesday in Feb., Annually thereafter
Implementation and Evaluation Projects (IEP), Education Instrumentation (EI)

Estimated Number of Awards: 23 to 33

Estimated Range of Awards | Project Length:

- Educational Instrumentation (EI) awards (7 – 9 awards, up to 2 years): \$200,000
- IEP Level 1 awards (10 – 14 awards, up to 3 years): \$500,000
- IEP Level 2 awards (6 – 10 awards, up to 5 years): \$1,000,000

Eligible Applicants:

To be eligible for funding in the Implementation and Evaluation Projects (IEP) Track, an institution must meet the following criteria:

1. Be an accredited institution of higher education.
 - Offer Undergraduate STEM educational programs that result in certificates or degrees.
 - Satisfy the definition of an HSI as specified in section 502 of the Higher Education Act of 1965 (20 U.S.C. 1101a). In particular, institutions will be required to submit an updated eligibility letter from the U.S. Department of Education as a supplementary document.
 - Be designated as an HSI by the U.S. Department of Education at the time of submission. Documentation from the Department of Education confirming HSI status must be submitted as a supplemental document.
2. To be eligible for funding in the Educational Instrumentation (EI) Track, the institution must meet the four criteria listed above at the time of submission and:
 - Be an eligible Primarily Undergraduate Institution (PUI). Eligible PUIs are accredited colleges and universities (including two-year community colleges) that award Associates degrees, Bachelor's degrees, and/or Master's degrees in NSF-supported fields, but have awarded 20 or fewer Ph.D./D.Sci. degrees in all NSF-supported fields during the combined previous two academic years; or
 - Be located in an EPSCoR jurisdiction at the time of submission.

Who May Serve as PI: No restrictions or limits

Limit on Number of Proposals per Organization:

- Educational Instrumentation Proposals: **Eligible institutions may submit up to two proposals per year.**
- Implementation and Evaluation Proposals: **Eligible institutions may submit up to a total of three IEP proposals per solicitation deadline**, regardless of level. An institution may, for example, submit three Level 1 IEP proposals, or one Level 1 IEP proposal and two Level 2 IEP proposals in the same deadline.

Updated: December 2024

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Target population: (pg. 7)

1. Hispanic Serving Institutions
2. Undergraduate STEM students at HSIs, particularly those who are first-generation, have financial need, or belong to other underserved groups.

Program Purpose:

1. Enhance the quality of undergraduate science, technology, engineering, and mathematics (STEM) education at HSIs.
2. Increase the recruitment, retention, and graduation rates of students pursuing associated or baccalaureate degrees in STEM. (pg. 2)

Overview:

The grant proposal should focus on studying and improving student experiences and outcomes in the following settings:

- STEM Courses: particularly for students pursuing STEM degrees;
- Certificate, minor, and/or degree programs;
- Academic departments or divisions;
- Schools and colleges that represent a part of the entire institution (e.g., a School of Engineering or a College of Natural Sciences).

Common Expectations for Implementation and Evaluation Projects (IEP) level 1 and 2:

Two funding levels determine the maximum budget, timeline, and scope for the proposed projects. The following elements are expected within all IEP proposals, all IEP proposals regardless of funding level:

(pg. 8-10)

- Projects must address at least one goal of the HSI program and align with areas such as Courses, Curricula, and Pedagogy, or Institutional Structures and Pathways.
- Use evidence, including indigenous knowledge and other traditions, to support project components through a review of relevant literature.
- Institutional Data Narrative to be included that used disaggregated data to provide insights into the institution and its students.
- Design activities, support, evaluation, and research plans considering the intersecting identities of students, such as low-income, commuter, parenting, first-generation, or veteran status.
- If the project involves multiple institutions, clearly describe the roles of all senior personnel and the nature of the collaboration, ensuring all collaborating institutions have a voice in the project execution.

IEP Level 1: Up to 3 years with a maximum budget of \$500,000

- Scope: Early-stage or exploratory projects that enrich the student experience, improve teaching, and learning, broaden participation in undergraduate STEM, or improve student outcomes at HSIs.
- Activities: Can be novel or involve the replication and validation of promising approaches or high-impact practices that may be new to the institution.

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- Research Plans: Optional, but in the absence of a research plan, there must be a plan to generate knowledge through the analysis and broad dissemination of data and outcomes obtained through project evaluation.
- Level 1 IEP – are welcome to submit a letter of collaboration. The letters should adhere to the guidelines.

IEP Level2: Up to 5 years with a maximum budget of \$1,000,000

- Scope: Project beyond the proof-of-concept stage with the potential for sustainable positive outcomes aligning with HSI program goals.
- Research Plans: Required to generate new knowledge on building institutional capacity, enhancing the quality of undergraduate STEM education, and improving recruitment, retention, and graduation rates. *Must include specific and actionable research questions, be theoretically grounded, and draw from diverse data streams.
- Level 2 IEP – are welcome to submit a letter of collaboration from internal and external partners. The letters should adhere to the guidelines.

Educational Instrumentation (EI) Track: Up to 2 years with a maximum budget of \$200,000. The goal of EI Track is to increase access to the computing resources and/or laboratory instrumentation needed to provide high-quality undergraduate education in STEM. Institutions may submit at most two EI proposals each year. (pg. 10 – 11)

Focus: All proposals to the EI track should be to support instrumentation and/or computing resources used primarily for undergraduate STEM courses.

Restrictions:

- Proposals focusing on instrumentation and computing facilities primarily for undergraduate research experiences in specific investigators' labs are not supported.
- Sustaining Infrastructure and building systems
- Construction, renovating, or modernization of rooms, building, or research facilities.

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

#	Funder	Site	Grant Title/Project	Proposed Positions
1.	U.S. Department of Education	SAC	TRIO Student Support Services - Regular	• Est. 50% Director, 100% Coordinator, tutors
2.	U.S. Department of Education	SAC	TRIO Student Support Service - Vets	• Est. 50% Director, 50% Coordinator, tutors
3.	U.S. Department of Education	SCC	TRIO Student Support Services - Classic	• Est. Director 25%, Coordinator 25%, tutors
4.	U.S. Department of Education	SCC	TRIO Student Support Services - Vets	• Est. Director 25%, Coordinator 25%, tutors
5.	U.S. Department of Education	SCC	TRIO Student Support Services – STEM	• Est. Director 25%, Coordinator 25%, tutors
6.	U.S. Department of Education	SCC	TRIO Student Support Services – Teacher Prep	• Est. Director 25%, Coordinator 25%, tutors