

HUMAN RESOURCES & STAFFING PLAN

Introduction

As a public educational agency, the Rancho Santiago Community College District is required to comply with a myriad of statutes, regulations and accreditation standards with regard to its human resources. These regulatory requirements and standards provide the framework for the District's human resources planning.

This human resources plan is designed to assist the District and its operational units to plan for and effectively utilize its human resources.

Relationship to District and College Planning

The RSCCD Human Resources Committee is one of five participatory governance committees that play an integral role in the district's institutional planning process. The Human Resources Committee is the participatory governance body that is responsible for the initial development, review and evaluation of this Human Resources & Staffing Plan. In addition to its role in institutional planning, the Human Resources Committee is also responsible for the initial review of existing, modified, or new personnel policies and administrative regulations.

The District's resource allocation model provides the three operational units, Santa Ana College, Santiago Canyon College and District Services with the authority to determine its appropriate staffing levels, assignments and organizational structures. Although the Board of Trustees is the ultimate authority with regard to all human resource matters, significant authority is delegated to the operational units through the Chancellor. Consequently, each of these operational units also utilizes planning processes for its particular human resources and staffing needs.

Human resources administration is a centralized responsibility of District Services and operational aspects such as recruitment, classification, labor relations, compensation and employee benefits are managed centrally based upon the provisions of the applicable collective bargaining agreements and board policy.

Staffing Levels

The following charts depict the changes in staffing by employee category district-wide and at the operational units. These data are presented from the 2008/09 fiscal year to the present. The Great Recession and subsequent state budget crisis had a significant effect on staffing in the District. Through attrition, a hiring freeze and ultimately a reduction in force, the district

intentionally reduced staffing at all locations as a cost-reduction strategy. As the economy has recovered and state funding for community colleges improves, staffing levels are increasing but are still below pre-recession levels.

Chart 1A: RSCCD Total Staffing

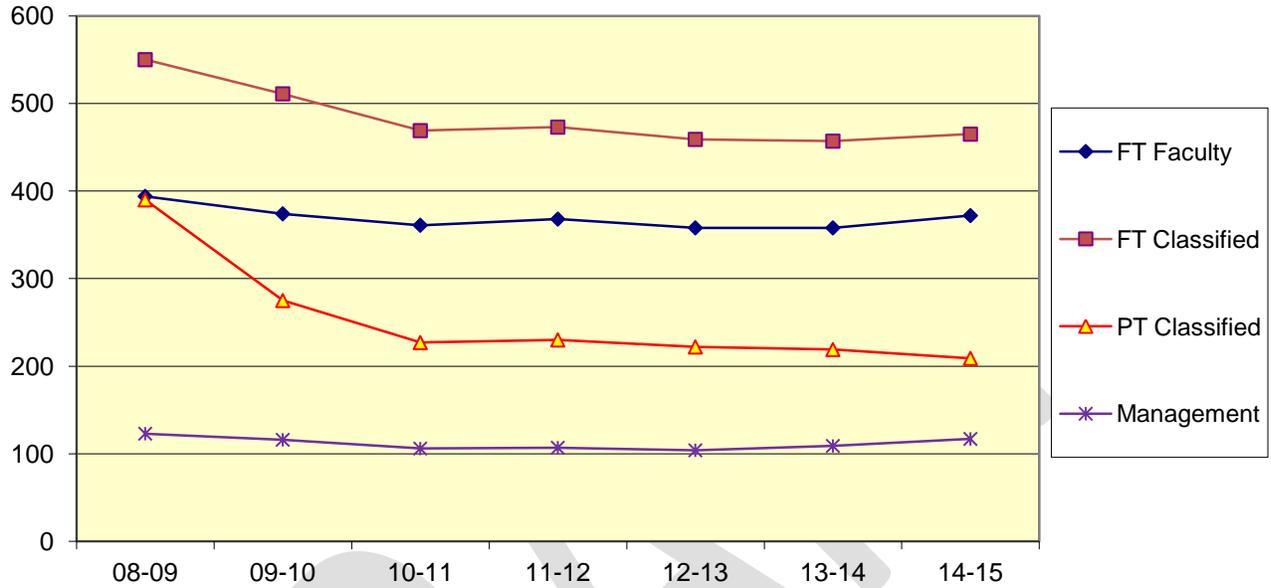


Chart 1B: Santa Ana College

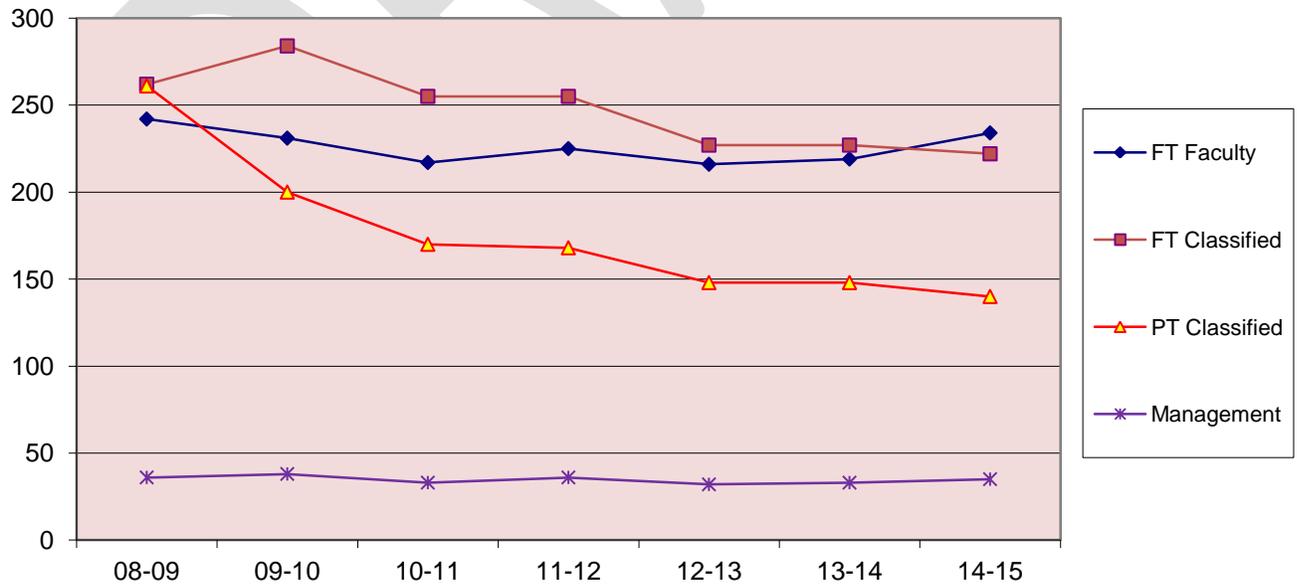


Chart 1C: Santiago Canyon College - Total Staffing

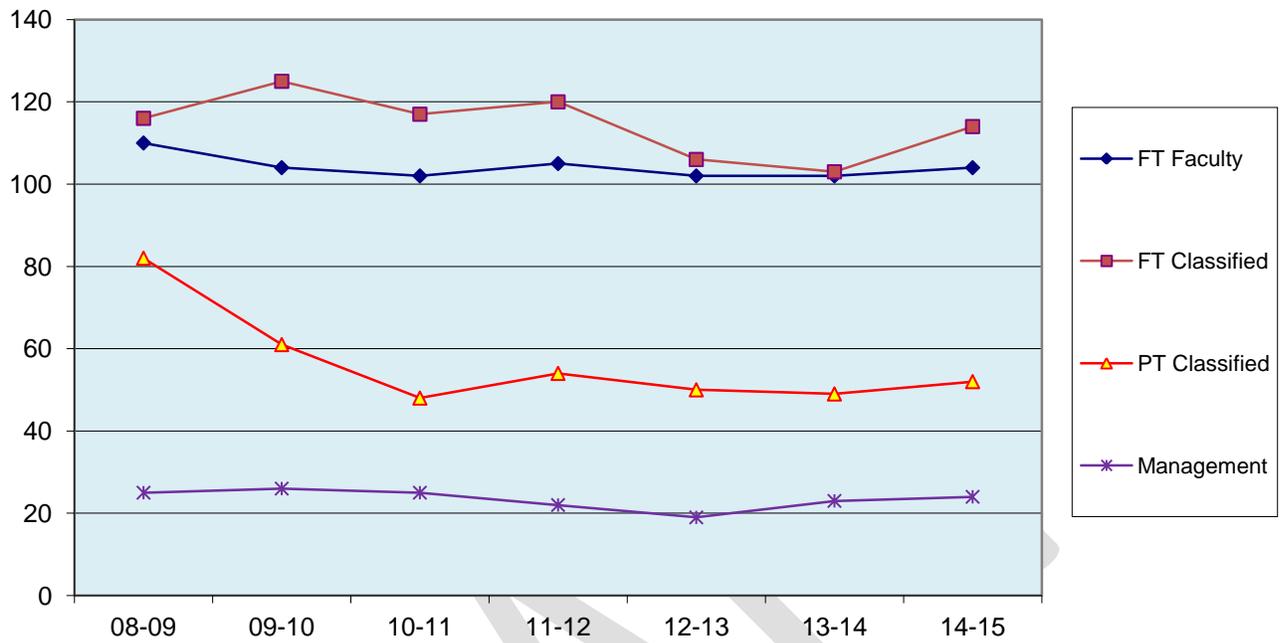
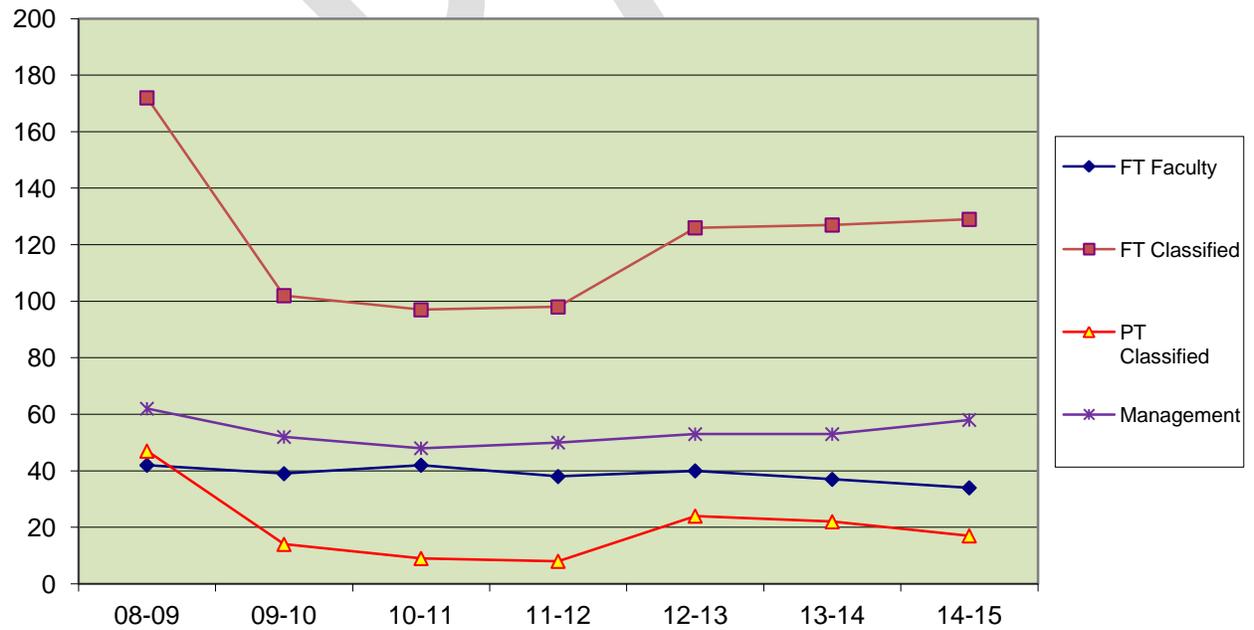
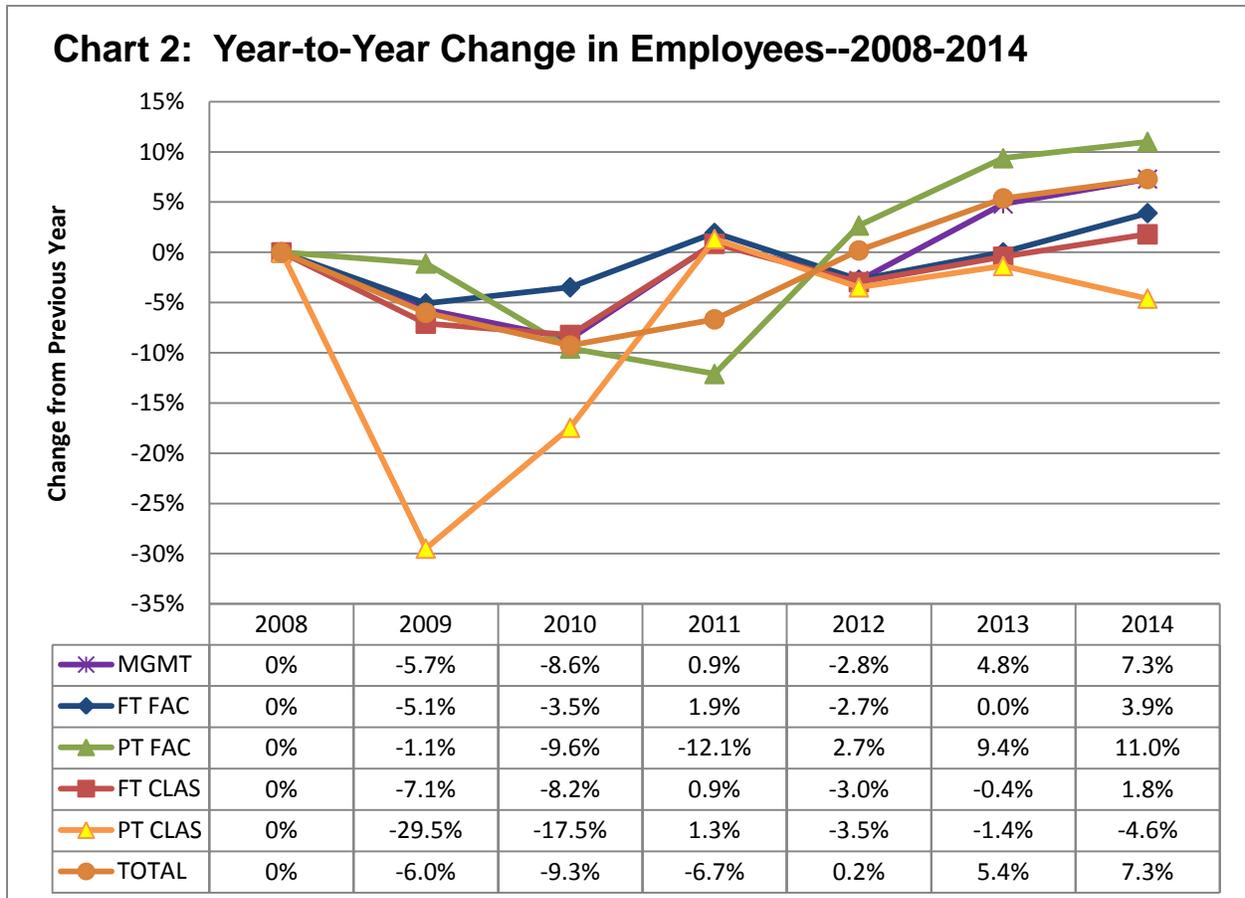


Chart 1 D: District Services - Total Staffing



The following chart shows the District-wide change in the number of employees from 2008 to 2013. The chart shows that part-time employees (both classified and faculty) were the groups most significantly impacted by the recession and state budget crisis. This reflected the District's strategy to protect full-time positions when possible.



All changes measured as of September 1st of each year.

Staff Diversity

The communities comprising the RSCCD are very diverse and the student bodies of both colleges reflect that diversity. The district's recruitment and selection procedures are designed to attract a diverse pool of applicants for all job openings. On an annual basis, an analysis of the ethnic diversity of the district's workforce is conducted and reviewed by the Human Resources Committee. The percentage of ethnically diverse (non-white) employees, by category and in total, (as measured on September 1st of each year) are presented on the following charts.

Chart 3A: RSCCD Faculty/Staff Diversity

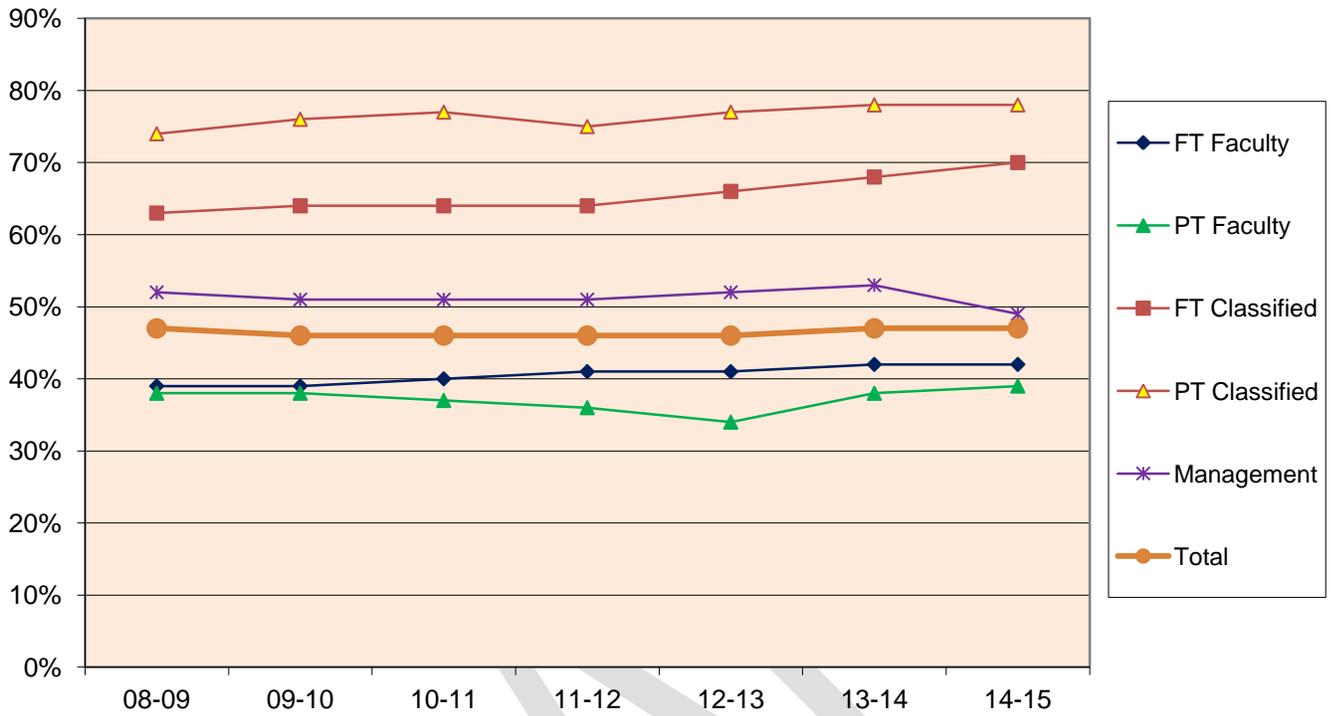


Chart 3B: Santa Ana College - Faculty/Staff Diversity

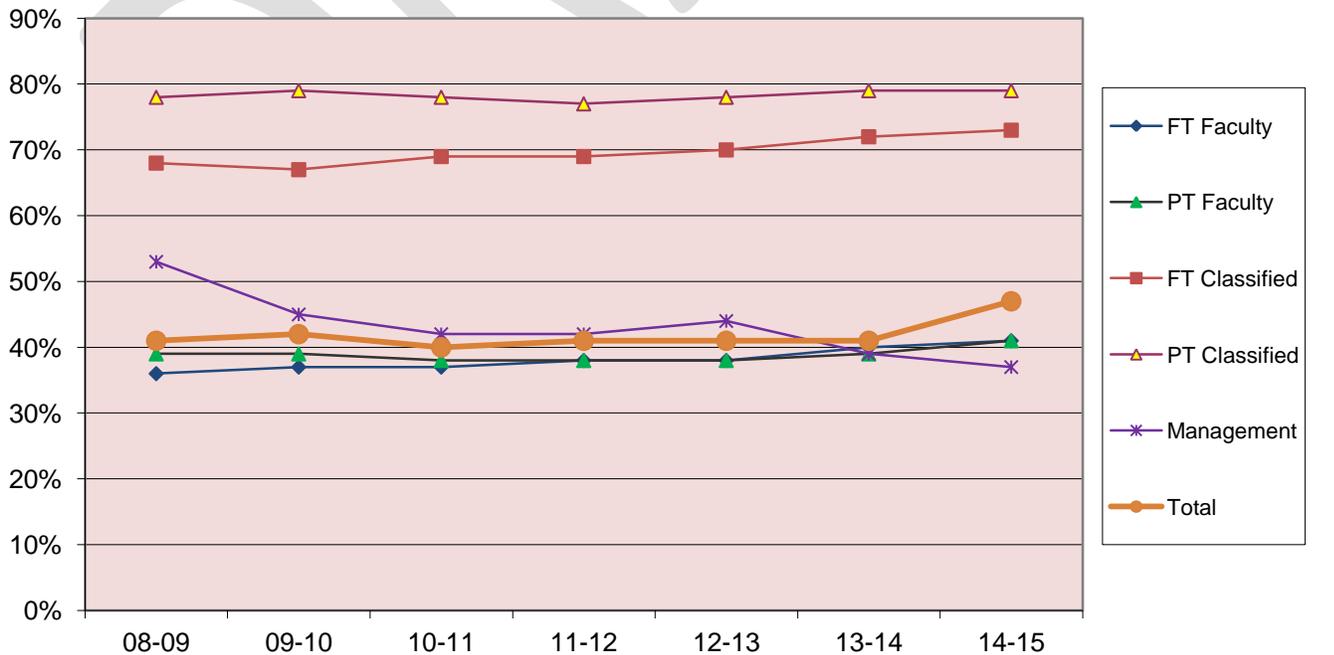


Chart 3C: Santiago Canyon College - Faculty/Staff Diversity

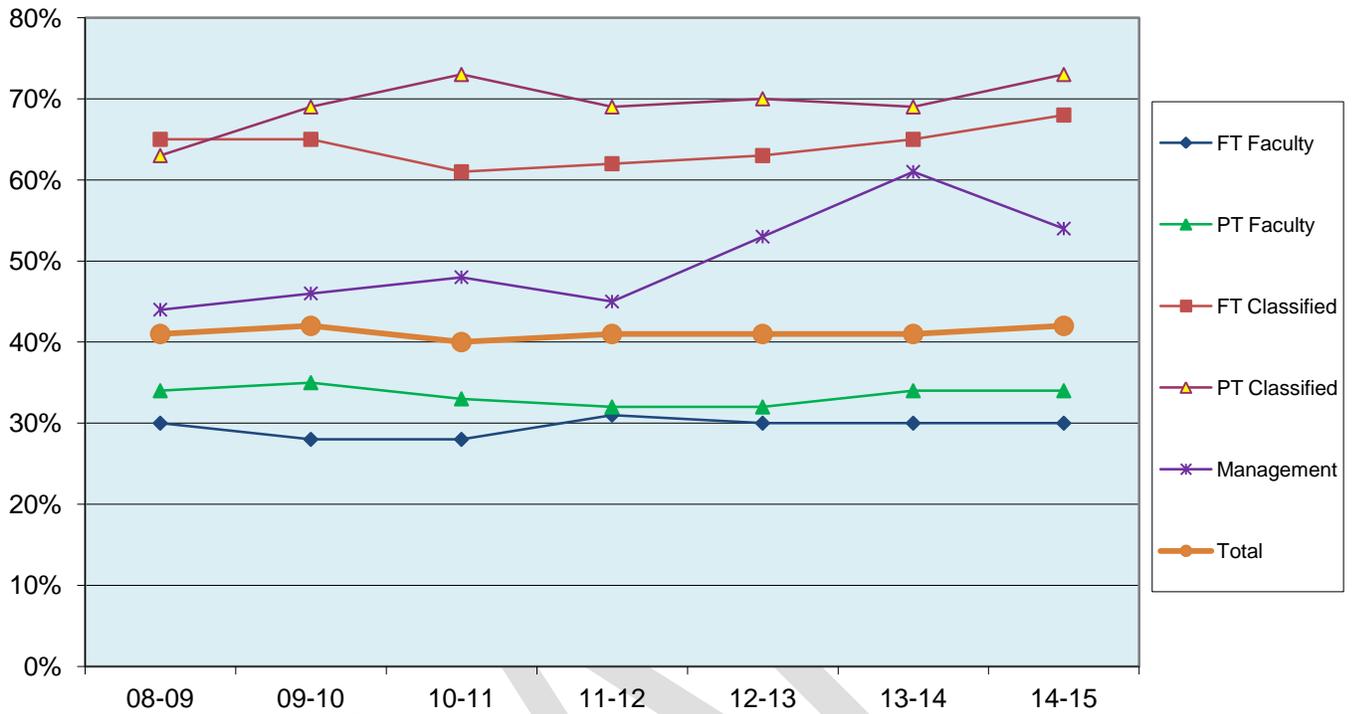
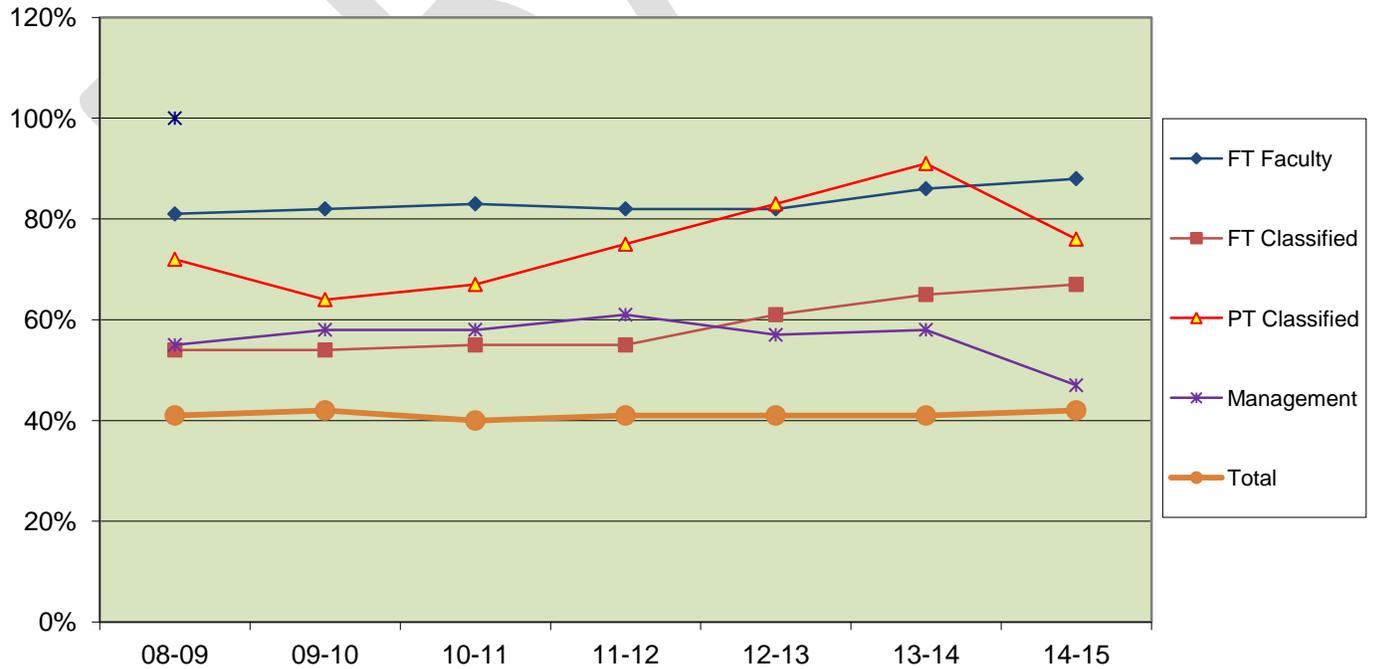


Chart 3D: District Services - Faculty/Staff Diversity



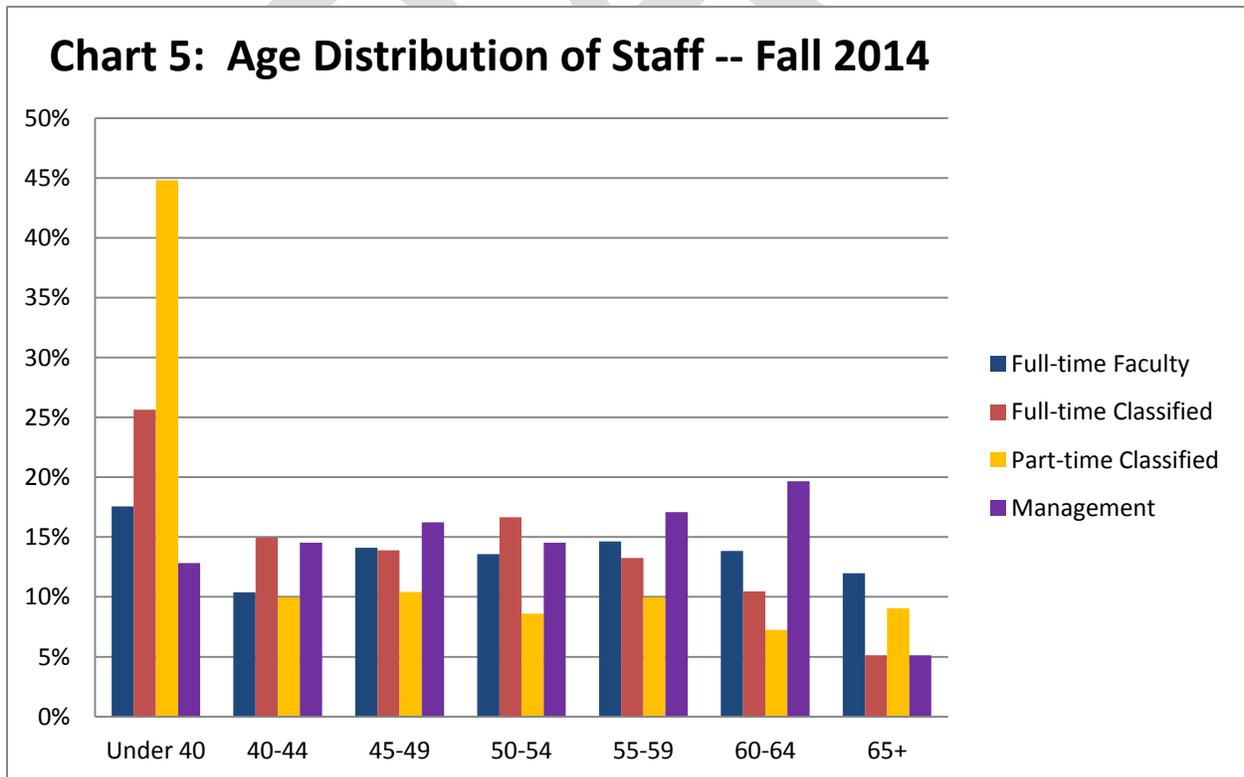
Despite the staff reductions during the 2008 – 2010 years (when a hiring freeze and a reduction in force were imposed) overall staff diversity has remained fairly constant. Due to their smaller size, the management and part-time classified employee cohorts have experienced more year-to-year fluctuations than the larger cohorts.

Age Distribution and Turnover

The age distribution percentages for each employee group reveal a significantly younger cohort of classified employees than all other groups. Part-time classified employees represent the youngest age group, followed by the full-time classified employees. The management and full-time faculty cohorts have a significantly higher percentage of employees over age 60 as compared to the classified employee cohorts.

In terms of retirement eligibility, the minimum retirement age for most faculty and managers is age 55. Although the minimum age for classified employees is age 50, retirement prior to age 55 is rare. Using age 55 as a measurement point, significant portions of all full-time employees are currently eligible for retirement:

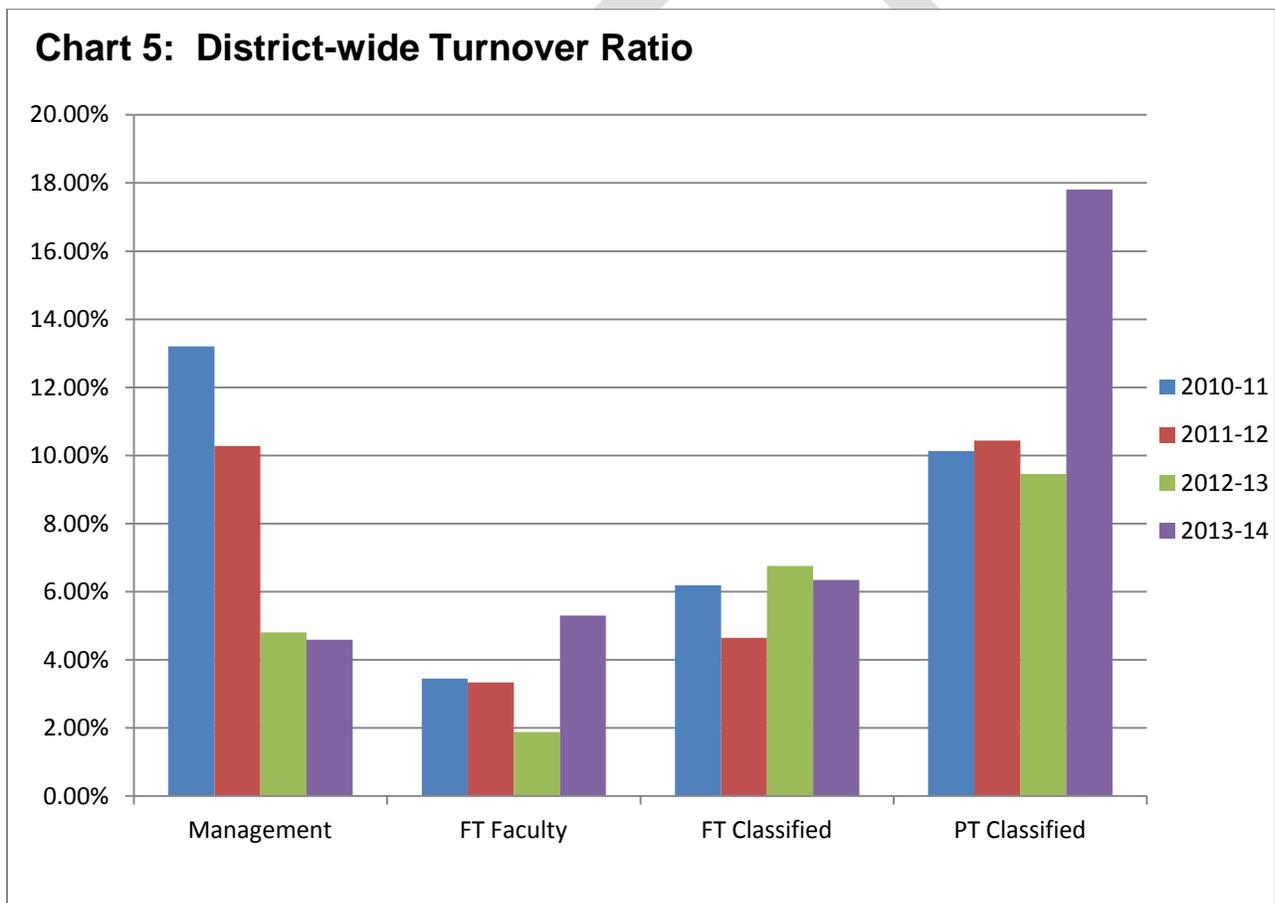
- Management: 42%
- Full-time faculty: 40%
- Full-time classified: 29%



Management and Classified Turnover

Turnover data for classified and management employees are only presented for the last four years due to the reduction in force that occurred in 2009. At that time, over 170 CSEA bargaining unit and management positions were eliminated due to funding reductions imposed by the state.

Since 2010, the turnover rate for managers has fluctuated from year-to-year while the full-time classified turnover rate has remained the most consistent. Part-time classified turnover significantly increased in 2013-14 and this employee group has the highest turnover ratio on a consistent basis, which is typical of part-time employment in most industries. Management turnover, due to the smaller size of that group, is more subject to annual fluctuations.

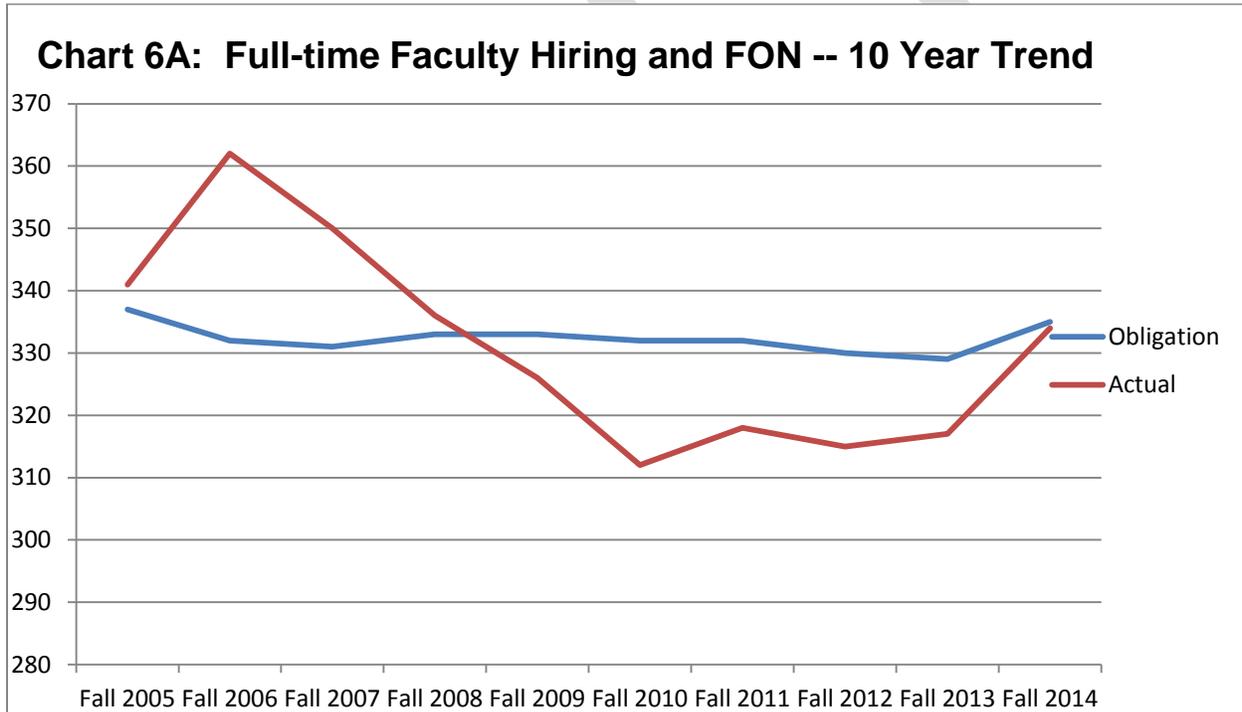


Full-time Faculty Turnover

Although the turnover ratio for full-time faculty is the lowest for all employee groups, the terminations of full-time faculty must be continually monitored. California community college districts are required to maintain a specific number of full-time faculty (known as the Faculty

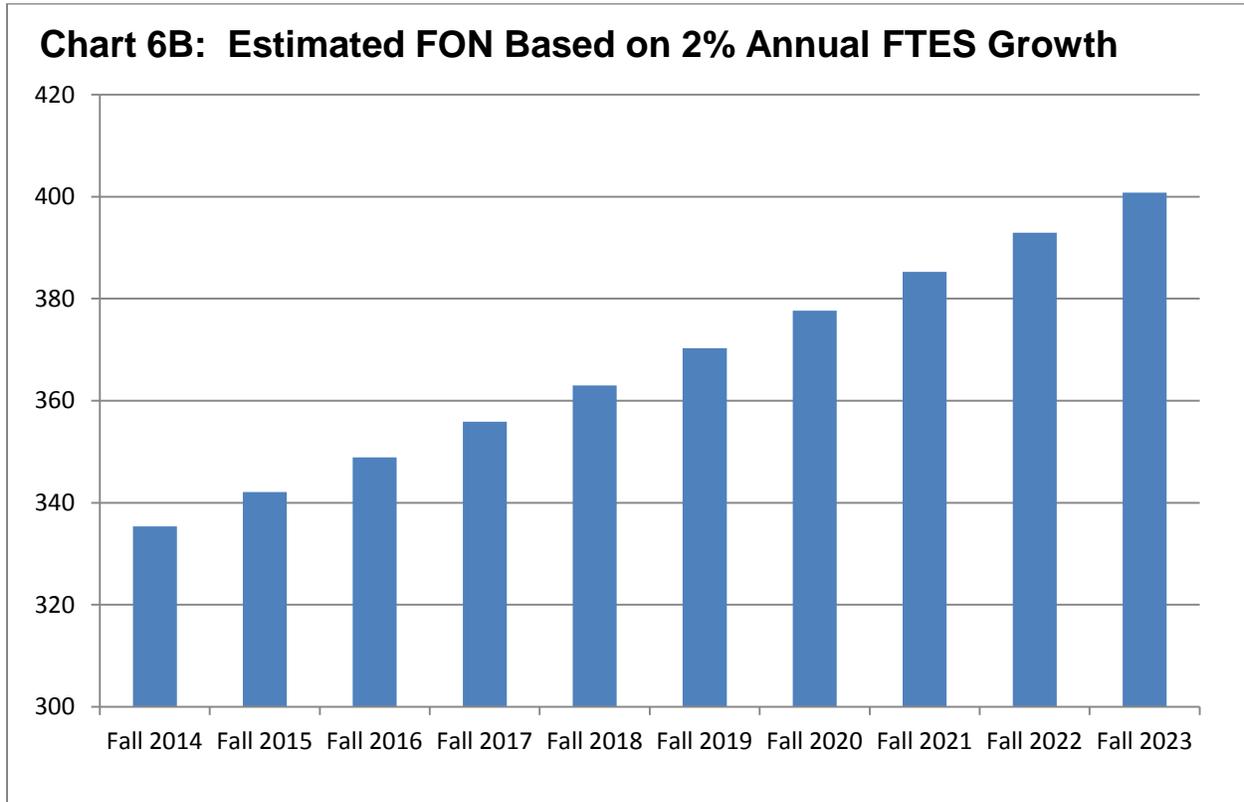
Obligation Number--FON) as well as monitor the ratio of credit instruction provided each year by full-time and part-time faculty (FT/PT ratio).

Each fall the district determines its compliance with the FON and reports that information to the state Chancellor's Office. Economic penalties are imposed on districts that fail to maintain the FON, unless the state Board of Governors waives that requirement due to insufficient funding in the state budget. The economic penalty for failing to maintain the FON in 2014 is \$73,057 per full-time position. As a result of the recession and the prolonged state budget crisis, compliance with the FON was suspended for five years (2009 – 2013). In those years, districts could avoid a financial penalty by maintaining or improving its ratio of credit instruction provided by full-time faculty. RSCCD curtailed full-time faculty hiring during those years as a budget reduction strategy and was able to increase its full-time teaching ratio due to state-imposed reductions in course offerings, which largely impacted part-time faculty employment. The district's compliance with the FON during the past ten years is shown below.



The requirement to comply with the FON was restored for the 2014-15 academic year. The district was required to hire thirteen additional faculty prior to this academic year, plus replace any vacancies that occurred in the interim. The 2013-14 budget also contained 2% enrollment growth, which was the first funding for enrollment growth in 5 years. Funded growth affects the FON by requiring the district to increase the number of full-time faculty by the same percentage of funded enrollment growth. Assuming a consistent 2% allocation for enrollment growth in

each of the next ten years, the district’s FON will increase from 335 in 2014 to 394 by the Fall of 2022, as shown in the following chart.



Although the number of faculty retirements/terminations was low in 2013, the district has seen an average of 14 faculty retirements/terminations per year during the preceding ten years. That historical turnover rate, plus the estimated increases in the FON due to enrollment growth, will require a significant level of full-time faculty recruitment and hiring each year. Based upon the assumed turnover rate and enrollment growth, over 20 new faculty will need to be hired each year in order to maintain compliance with the FON.

Full-time/Part-Time Faculty Ratio

The chart below shows the ratio of credit instruction taught by full-time and part-time faculty at each college and district-wide for the previous ten years. Although the Education Code established a goal in 1989 that 75% of credit instruction should be taught by full-time faculty, the legislature has not provided any funding to increase that ratio since the early 1990s. Consequently, the district’s full-time/part-time ratio has remained fairly consistent over the years.

However, one significant change over the previous ten-year period has been the full-time/part-time ratio at each college. After the district converted from a single college to a multi-college structure in 1997, a significant disparity in the full-time/part-time ratios between the two colleges was identified. Full-time faculty hiring was increased at Santiago Canyon College in those years and the ratios at the colleges have been fairly equalized. In 2013-14, the growth rate at Santiago Canyon was significant higher than at SAC, which resulted in a decrease in the FT/PT ratio for the current year.

Full-time/Part-time Credit Faculty Ratios: 2005 -- 2014

SAC			SCC			Combined RSCCD		
	FT	PT		FT	PT		FT	PT
2005	64.01%	35.99%	2005	54.82%	42.51%	2005	62.07%	37.93%
2006	63.97%	36.03%	2006	55.74%	44.26%	2006	61.43%	38.57%
2007	63.16%	36.84%	2007	53.72%	46.28%	2007	60.20%	39.80%
2008	58.75%	41.25%	2008	54.24%	45.76%	2008	57.63%	42.37%
2009	62.17%	37.83%	2009	65.84%	34.16%	2009	63.30%	36.70%
2010	64.10%	35.90%	2010	61.60%	38.40%	2010	63.30%	36.70%
2011	66.73%	33.27%	2011	62.44%	37.56%	2011	65.32%	34.68%
2012	65.54%	34.46%	2012	65.36%	34.64%	2012	65.48%	34.52%
2013	62.95%	37.05%	2013	63.32%	36.68%	2013	63.07%	36.93%
2014	62.25%	37.75%	2014	56.77%	43.23%	2014	60.52%	39.48%

Full-time Faculty Vacancies and Recruitment

Most full-time faculty resignations and retirements tend to occur at the end of the spring semester each year. Each fall, the process to fill faculty vacancies begins. In September, the state Chancellor's Office notified the District of its projected FON obligation for the subsequent year. The Human Resources Department identifies the number of existing full-time faculty vacancies at each college as well as the number of new faculty positions that must be added in order to maintain the FON. The district's resource allocation model assumes that each college will maintain its FON and will be responsible for its pro-rata share of the new faculty positions.

Each college has a process, in consultation with its academic senate, to identify hiring priorities by academic discipline. Each college president recommends a list of faculty vacancies to the Chancellor and once approved, recruitment activities begin in the spring. The process concludes prior to the end of the spring semester and the newly hired faculty typically begin work in the subsequent fall semester.

Classified and Management Vacancies and Recruitment

Unlike faculty terminations, which typically coincide with the end of the academic year, management and classified vacancies occur throughout the year and are filled at a time determined by the college president or appropriate vice chancellor. When vacancies occur, the existing position and job description should be reviewed to ensure that it is still accurate for the needs of the department. Modifications to job descriptions, which don't involve changes in pay grade, are presented to the Board of Trustees prior to the initiation of recruitment activities. Modifications which affect pay grade are handled through a reorganization process. For positions at a college, the reorganizations are reviewed by the college participatory governance council and recommended to the college president. Positions assigned to the district office are reviewed by the District Council and recommended to the Chancellor. After this review process is completed, the Human Resources Department reviews any modifications affecting bargaining unit positions with CSEA. Following that review, modifications to job specifications or pay grades are presented to the Board of Trustees for approval prior to the initiation of recruitment activities. Recruitment activities for classified and management positions may be initiated at any time during the year or may be postponed due to budgetary or other programmatic considerations. In situations where recruitment is delayed, or where the vacancy disrupts normal operations, existing staff may be placed in interim assignments or temporary employees may be used to staff vacant positions. The use of temporary workers or existing staff in interim assignments is subject to applicable restrictions in the Education Code, Title 5 regulations, or applicable collective bargaining agreements.

50% Law Compliance

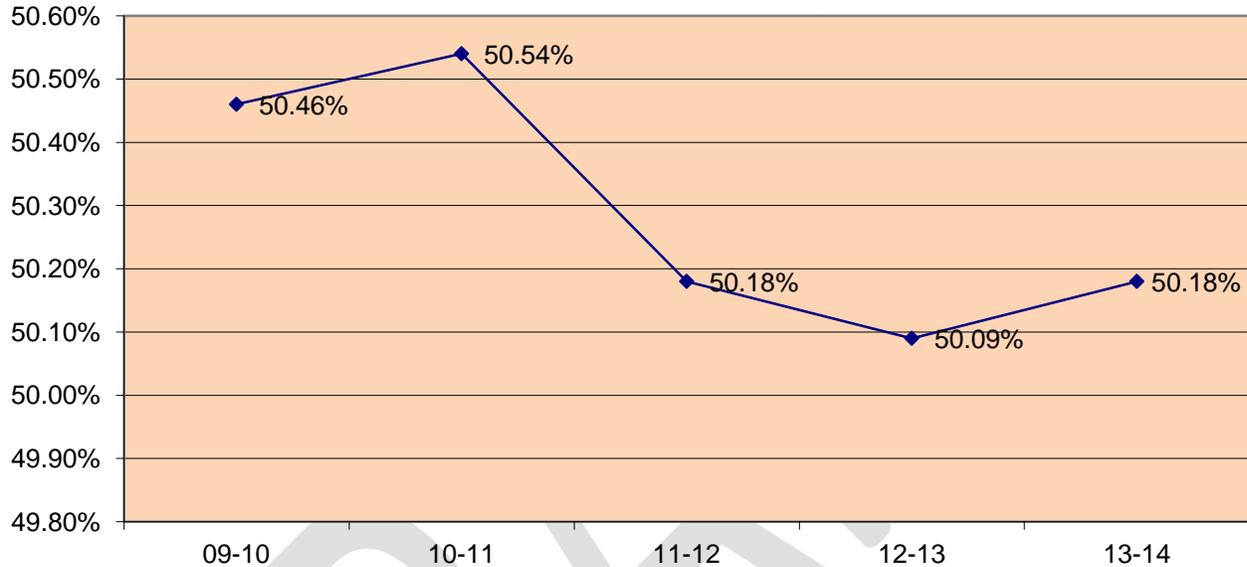
Education Code Section 84362 requires community college districts to expend 50% of the district's Current Expense of Education (CEE) on the salaries and fringe benefits of classroom instructors. The "Current Expense of Education" (CEE) includes the General Fund operating expenditures excluding expenditures for food services, community services, capital (except equipment replacement), auxiliary services and other costs specifically excluded by law.

The "Salaries for Classroom Instructors" includes the salaries and fringe benefits for classroom instructors and instructional aides (full-time and part-time). In the most recent fiscal year (2013-14), the District's compliance calculation was 50.18%, which was a slight increase over the prior

year. Recognizing that most classified and management positions, as well as some faculty positions (counselors, librarians and faculty released from teaching assignments), don't meet the definition of classroom instructors, the ability of the colleges and district services to increase staffing levels in non-teaching areas will be constrained.

The 50% law calculation for the previous five years is presented below:

50% Law Compliance 2009 - 2014



Staffing Allocations

The allocation of faculty and staff is controlled by each of the three major operational units (Santa Ana College, Santiago Canyon College and District Operations). As described above, each unit has a process for modifying or increasing its staffing. A number of functions (District Safety, Information Technology, Auxiliary Services) are managed at the District Operations level, but a significant number of staff assigned to those areas are actually housed on the college campuses and continuing education sites. This difference in management responsibility and staffing location is shown in the following two charts.

Chart 7A: Staff Allocation by Management Area

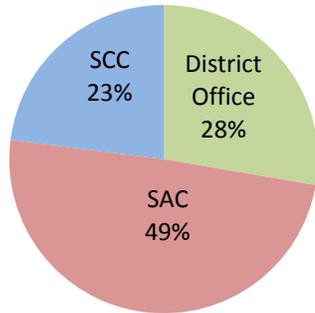
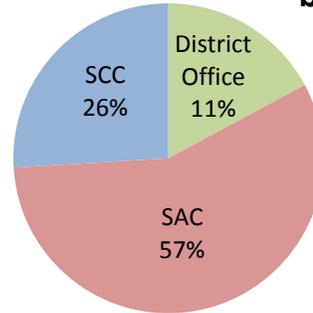


Chart 7B: Staff Allocation by Location



The following charts show the percentage of full-time and part-time classified staff assigned to each location as well as the continuing education centers operated by each college.

Chart 7C: Allocation of Full-time Classified Staff

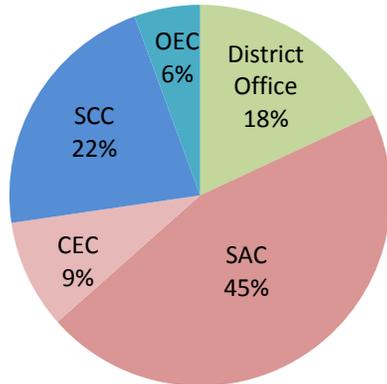
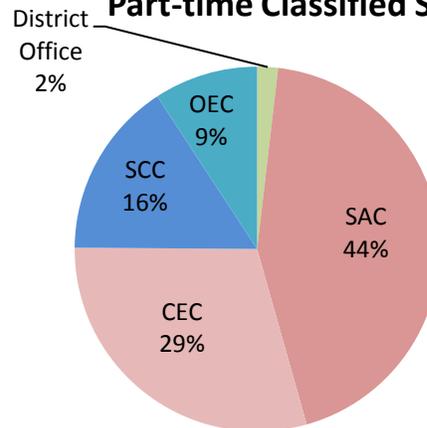
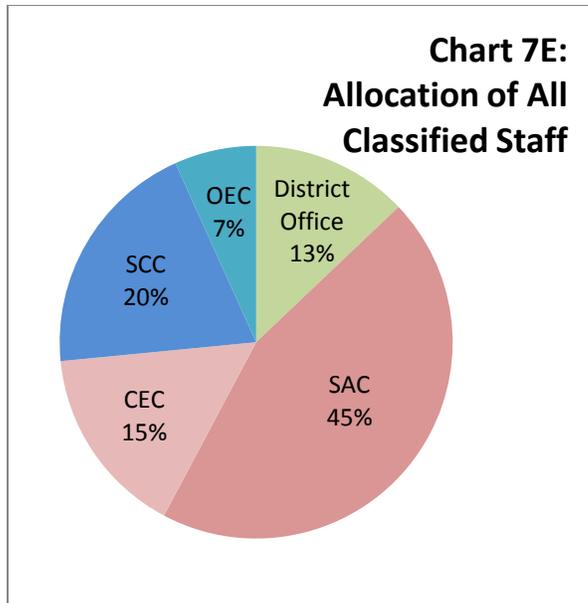
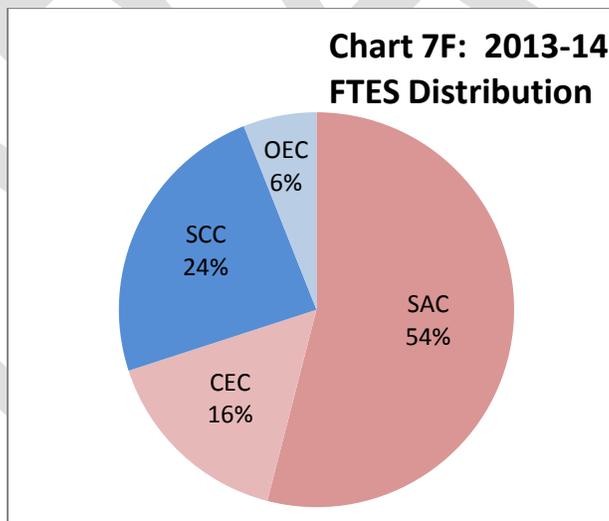


Chart 7D: Allocation of Part-time Classified Staff

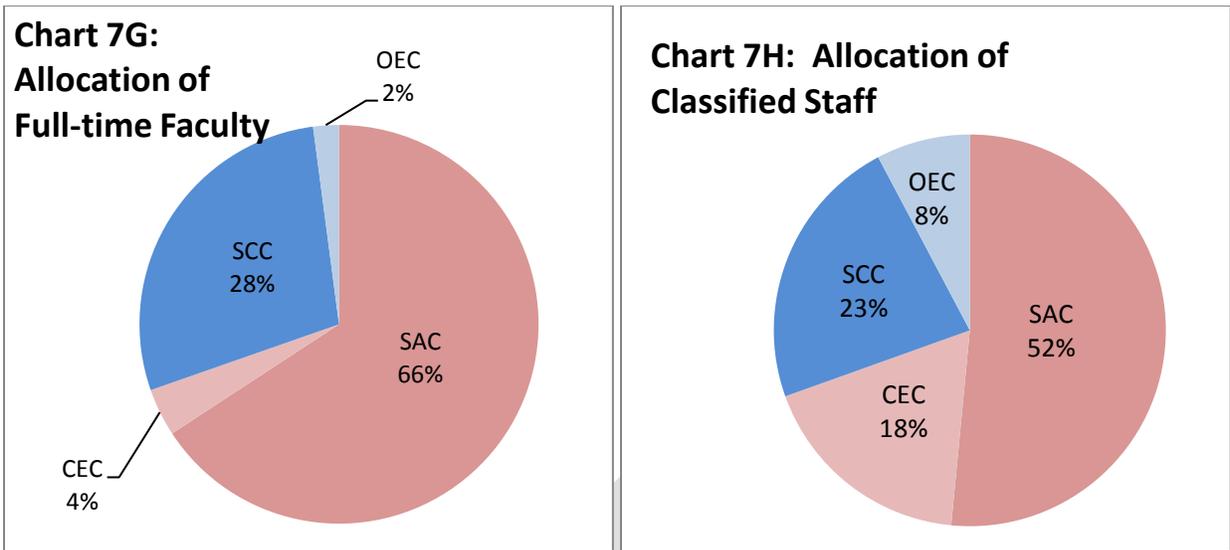




Although there is no definitive benchmark regarding the allocation of non-teaching support staff, all staffing allocations should be viewed in the context of FTES generation, which is the standard work-load unit for any community college district in California. The current breakdown of both credit and non-credit FTES generation, by site, is presented below.



The FTES distribution between the colleges is one method to evaluate the overall staffing parity between the sites. Although the overall distribution of faculty and support staff can be evaluated based upon FTES percentages, the actual allocation of positions by department, area of specialty, etc. vary based upon the programmatic and operational priorities at each site.



Planning Implications

- In order to avoid economic penalties, maintenance of the FON must be a staffing priority for each college.
- Increases in non-instructional positions must be done in full consideration of the implications for 50% law compliance.
- Turnover, especially in faculty, management and key classified positions will require succession planning, but will also provide opportunities for restructuring and adjustments to staff allocations.
- In the absence of significant cost-of-living adjustments or new sources of revenue, funding for additional staff positions will be tied to funded FTES growth.
- The colleges and district operations should evaluate staffing, structures and reporting relationships in order to maximize efficiency and take advantage of economies of scale.

DATA TABLES RELATED TO CHARTS 1 – 7

Charts 1A - 1D: Total Staffing				
1A: RSCCD				
	FT Faculty	FT Classified	PT Classified	Management
08-09	394	550	390	123
09-10	374	511	275	116
10-11	361	469	227	106
11-12	368	473	230	107
12-13	358	459	222	104
13-14	358	457	219	109
14-15	372	465	209	117
1B: SANTA ANA COLLEGE				
	FT Faculty	FT Classified	PT Classified	Management
08-09	242	262	261	36
09-10	231	284	200	38
10-11	217	255	170	33
11-12	225	255	168	36
12-13	216	227	148	32
13-14	219	227	148	33
14-15	234	222	140	35
1C: SANTIAGO CANYON COLLEGE				
	FT Faculty	FT Classified	PT Classified	Management
08-09	110	116	82	25
09-10	104	125	61	26
10-11	102	117	48	25
11-12	105	120	54	22
12-13	102	106	50	19
13-14	102	103	49	23
14-15	104	114	52	24
1D: DISTRICT SERVICES				
	FT Faculty	FT Classified	PT Classified	Management
08-09	42	172	47	62
09-10	39	102	14	52
10-11	42	97	9	48
11-12	38	98	8	50
12-13	40	126	24	53
13-14	37	127	22	53
14-15	34	129	17	58
Data reflect employees in paid status as of September 1st of each year				

Chart 2: Year-to-Year Change in Employees						
	2009	2010	2011	2012	2013	2014
FT FACULTY	-5.1%	-3.5%	1.9%	-2.7%	0.0%	3.9%
PT FACULTY	-1.1%	-9.6%	-12.1%	2.7%	9.4%	11.0%
FT CLASSIFIED	-7.1%	-8.2%	0.9%	-3.0%	-0.4%	1.8%
PT CLASSIFIED	-29.5%	-17.5%	1.3%	-3.5%	-1.4%	-4.6%
MANAGEMENT	-5.7%	-8.6%	0.9%	-2.8%	4.8%	7.3%
TOTAL	-6.0%	-9.3%	-6.7%	0.2%	5.4%	7.3%

Charts 3A - 3D: Faculty/Staff Diversity						
3A: RSCCD Staff Diversity -- Percentage of Non-White Employees 2008 - 2014						
	FT Faculty	PT Faculty	FT Classified	PT Classified	Management	Total
08-09	39%	38%	63%	74%	52%	47%
09-10	39%	38%	64%	76%	51%	46%
10-11	40%	37%	64%	77%	51%	46%
11-12	41%	36%	64%	75%	51%	46%
12-13	41%	34%	66%	77%	52%	46%
13-14	42%	38%	68%	78%	53%	47%
14-15	42%	39%	70%	78%	49%	47%

3B: SAC Staff Diversity -- Percentage of Non-White Employees 2008 - 2013						
	FT Faculty	PT Faculty	FT Classified	PT Classified	Management	Total
08-09	36%	39%	68%	78%	53%	41%
09-10	37%	39%	67%	79%	45%	42%
10-11	37%	38%	69%	78%	42%	40%
11-12	38%	38%	69%	77%	42%	41%
12-13	38%	38%	70%	78%	44%	41%
13-14	40%	39%	72%	79%	39%	41%
14-15	41%	41%	73%	79%	37%	47%

3C: SCC Staff Diversity -- Percentage of Non-White Employees 2008 - 2013						
	FT Faculty	PT Faculty	FT Classified	PT Classified	Management	Total
08-09	30%	34%	65%	63%	44%	41%
09-10	28%	35%	65%	69%	46%	42%
10-11	28%	33%	61%	73%	48%	40%
11-12	31%	32%	62%	69%	45%	41%
12-13	30%	32%	63%	70%	53%	41%
13-14	30%	34%	65%	69%	61%	41%
14-15	30%	34%	68%	73%	54%	42%

3D: DO Staff Diversity -- Percentage of Non-White Employees 2008 - 2013					
	FT Faculty	FT Classified	PT Classified	Management	Total
08-09	81%	54%	72%	55%	41%
09-10	82%	54%	64%	58%	42%
10-11	83%	55%	67%	58%	40%
11-12	82%	55%	75%	61%	41%
12-13	82%	61%	83%	57%	41%
13-14	86%	65%	91%	58%	41%
14-15	88%	67%	76%	47%	42%

Data reflect employees in paid status as of September 1st of each year

Chart 4: Employee Age Distribution								
	Under 40	40-44	45-49	50-54	55-59	60-64	65+	Over 55
	15	17	19	17	20	23	6	49
Management	13%	15%	16%	15%	17%	20%	5%	42%
	66	39	53	51	55	52	45	152
Full-time Faculty	18%	10%	14%	14%	15%	14%	12%	40%
	120	70	65	78	62	49	24	135
Full-time Classified	26%	15%	14%	17%	13%	10%	5%	29%
	99	22	23	19	22	16	20	58
Part-time Classified	45%	10%	10%	9%	10%	7%	9%	26%

Chart 5: District-wide Turnover Ratio				
	Management	FT Faculty	FT Classified	PT Classified
2010-11	13.21%	3.45%	6.18%	10.13%
2011-12	10.28%	3.34%	4.65%	10.43%
2012-13	4.81%	1.88%	6.75%	9.46%
2013-14	4.59%	5.30%	6.35%	17.81%
Data reflect effective date of hiring and terminations from July 1 - June 30 each year				

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Chart 6A: Full-time Faculty Hiring and FON -- 10 Year Trend

	Obligation	Actual							
Fall 2005	337	341							
Fall 2006	332	362							
Fall 2007	331	350							
Fall 2008	333	336							
Fall 2009	333	326							
Fall 2010	332	312							
Fall 2011	332	318							
Fall 2012	330	315							
Fall 2013	329	317							
Fall 2014	335	334							

Chart 6B: Estimated FON Based on 2% Annual FTES Growth

	FON	2% of Prior Year							
Fall 2014	335								
Fall 2015	342	6.7							
Fall 2016	349	6.8							
Fall 2017	356	7.0							
Fall 2018	363	7.1							
Fall 2019	370	7.3							
Fall 2020	377	7.4							
Fall 2021	385	7.5							
Fall 2022	393	7.7							
Fall 2023	400	7.9							

Chart 7A - 7H: Allocation of Permanent Staff						
	SAC Main	CEC	SAC Total	SCC Main	OEC	SCC Total
Management	31	5	36	19	4	23
FT Classified	185	36	221	90	22	112
PT Classified	83	57	140	30	20	50
Total Mgmt & Classified	299	98	397	139	46	185
FT Faculty	221	13	234	95	7	102
	DO BWAY	DO SAC	DO CEC	DO SCC	DO OEC	DO Total
Management	50	8	1	5	0	64
FT Classified	84	26	7	11	4	132
PT Classified	4	12	7	4	0	27
Total Mgmt & Classified	138	46	15	20	4	223
FT Faculty	6	18	7	3	0	34