



**Rancho Santiago Community College District**  
**District Council Meeting**  
**December 1, 2014**  
**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**Agenda**

1. Approval of Minutes of November 3, 2014 Meeting
2. Administrative Regulation 6503 Didion
3. RSCCD EEO Plan – Revised Didion
4. Child Development Centers Didion
5. Participatory Governance Committee Roles Didion
6. Baccalaureate Degree – Program Selection Zarske/Evett
7. Committee Reports
  - a. Planning & Organizational Effectiveness Committee Didion
  - b. Human Resources Committee Didion
  - c. Fiscal Resources Committee Hardash
  - d. Physical Resources Committee Hardash
  - e. Technology Advisory Group Krichmar
8. Constituent Representative Reports
  - a. Academic Senate - SAC Zarske
  - b. Academic Senate – SCC Evett
  - c. Classified Staff Williams
  - d. Student Government – SAC Manriquez
  - e. Student Government – SCC Pham
9. Other

**Next Meeting: February 9, 2015**

**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.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

November 3, 2014

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Absent
	Jim Kennedy for Erlinda Martinez	Present
	John Weispfenning	Present
	John Zarske	Present
	Corinna Evett	Present
	Victoria Williams	Present
	Raquel Manriquez	Absent
	Matthew Carter for Kevin Pham	Present
	Lee Krichmar	Present
	Raymond Hicks	Present
	Bonnie Jaros	Present
	George Sweeney	Present

1. Approval of Minutes of October 20, 2014

It was moved by Mr. Didion, seconded by Mr. Sweeney and carried unanimously to approve the minutes of the October 20, 2014 meeting.

2. RSCCD Human Resources Plan

Executive Vice Chancellor Didion provided background on the development of the Human Resources Plan and EEO Plan and presented the two plans as recommended by the Human Resources Committee (HRC) for approval. Discussion ensued. It was recommended that a notation be added to the Human Resources Plan to include the intention to review the plan on an annual basis. It was moved by Dr. Weispfenning, seconded by Dr. Jaros and carried unanimously to approve the Human Resources Plan and EEO Plan. The plans will now be presented to the Board of Trustees for their approval.

3. RSCCD EEO Plan

Discussion of this item was included in item #2.

4. Budget Reductions

Chancellor Rodríguez reported that both colleges and the district office were reviewing their budgets for possible decreases in expenditures. While no targets for reduction have yet been set, it is likely this will happen in the future. Dr. Rodríguez acknowledged that the budget deficit would not be solved this year and would be a multi-year solution.

5. Participatory Governance Committee Roles

Executive Vice Chancellor Didion explained that in meetings of the Planning & Organizational Effectiveness and Fiscal Resource Committees it became apparent that their roles as a committee need to be clarified. There is concern that committee recommendations are not coming through District Council prior to being implemented or taken to the Board of Trustees. While we are in transition from the old planning model to the new, it appears that District Council is not functioning as outlined in the planning manual. It was suggested that a planning retreat with all committees be planned to address this issue. The Chancellor acknowledged this input.

6. Regional Recommendations for BOG Task Force on Workforce, Job Creation and a Strong Economy

The Chancellor reported that the four Orange County Community College Districts began working together this past summer to discuss strategy on how they could obtain funding for the region in the area of Career Technical Education (CTE). He further reported that he will be chairing the work of a committee that will be meeting on Wednesday, November 5, to discuss a structure to do this and welcomed all attend the meeting if interested. In addition, the Board of Governors will be convening a Task Force to deal with the issue of workforce preparation and job creation at their meeting this month. RSCCD will be hosting a meeting in January to propose recommendations to the task force. It is hoped that faculty will become involved in this effort.

7. Baccalaureate Degree – SB850

Dr. Rodríguez led a discussion on how best to select a district program for consideration to be developed into a baccalaureate degree. Discussion ensued on possible programs. The Academic Senate Presidents expressed their desire to speak with their Senates prior to making any commitment to a program. It was acknowledged that the district would not likely be able to meet the November 12, 2014 deadline to submit a non-binding intention to develop a program. Discussion will continue on this topic.

8. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Dr. Jaros reported that the committee continues work on an update to the strategic plan.

B. Human Resources Committee (HRC)

Mr. Didion reported that the committee's work was discussed in Item #2.

C. Fiscal Resources Committee (FRC)

Mr. Kennedy reported that a discussion of the structural deficit took place at the last FRC meeting.

D. Physical Resources Committee (PRC)

No report.

- E. Technology Advisory Group (TAG)  
Assistant Vice Chancellor Krichmar reviewed the agenda for the November 6, 2014 meeting.
9. Constituent Representative Reports
- A. Academic Senate/SAC: Academic Senate President Zarske reported that Faculty Priorities were forwarded to the President and the Senate continues discussion of developing a BA program.
  - B. Academic Senate/SCC: Academic Senate President Evett reviewed the agenda for the November 4, 2014 meeting.
  - C. CSEA: President Victoria Williams reported that CSEA is now sending representatives to the SAC and SCC Academic Senate meetings.
  - D. Student Government/SAC: No report.
  - E. Student Government/SCC: ASG Representative Matthew Carter reported on the ASG activities at SCC.
10. Next Meeting: The next District Council meeting will be held on Monday, December 1, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:10 p.m.

Approved:

## Inventory Control - AR 6503

**Reference:** Education Code 60500, 60510, 60521, and 81450 - 81455

A central District Warehouse Department, managed by the Director of Purchasing Services, shall be responsible for receiving all moveable equipment purchases and tagging those items for identification in the District's records. Large and bulky moveable equipment purchases requiring direct delivery shall be tagged and recorded by the District Warehouse Department upon notifications by the ordering department or end user.

A tag controlled inventory record of moveable assets shall be maintained in a manner authorized by the California Community Colleges Budget and Accounting Manual (BAM). All items including federally funded items with a cost or donated value of \$1000.00 ~~and federally funded items with a value of \$200.00~~ or more per item shall be tagged and included in the inventory record for control purposes with the exception of the equipment permanently fixed in a building, such as heaters or lockers. These permanent fixtures shall be included in the fixed asset inventory records related to buildings and building improvements. For capitalization and depreciation purposes for the District's accounting records, all items with a value of \$5,000.00 or more will be included according to the uniform system level in the BAM.

The inventory system shall be adequate for basic internal control, accounting, and risk management requirements. The inventory reports shall include at least the name, description, date of acquisition, identification (serial) numbers, inventory tag number, campus and department location, and original cost of all items.

A complete physical count shall be conducted by the District Warehouse Department every two years at the beginning of the fiscal year. Exception reports will be distributed to responsible administrators so that they or their designee may resolve any discrepancies.

At least annually, but preferably quarterly, the inventory record shall be reconciled to the general ledger and any necessary adjustments made.

It is the responsibility of the Administrative Services staff at each college and District Office to transfer equipment. Equipment shall be transferred or moved to another area through the use of the Inventory Control Form developed for that purpose.

It is the responsibility of all District managers and staff shall be accountable for inventory control in their areas.

**Revised: ~~March 17, 2014~~ December 1, 2014 (Previously AR3400)**

# Draft Revisions to RSCCD EEO Plan

## **Other Measures Necessary to Further Equal Employment Opportunity**

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, ~~in addition to the steps to address underrepresentation and/or significant underrepresentation,~~ the District will ~~implement a diversity program.~~ ~~Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier.~~ For that reason, ~~institutionalizing a diversity program that is well planned out, well funded, and supported by the leadership of the District can be of great value.~~ The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. ~~The District will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees.~~ The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. ~~In implementing a diversity program, the District shall do the following:~~

- 1) ~~Commit to a formal Office of Diversity and diversity program that is part of the structure of the district and that will be adequately funded and supported by the district and campus leadership.<sup>4</sup>~~
  - 2) ~~Conduct campus climate studies to identify hidden barriers.~~ Regularly train EEO monitors for service on screening committees in order to ensure compliance with District policies, procedures and the requirements of this plan.
  - 3) ~~Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.~~
  - 4) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender and ethnic characteristics of community college students.
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- 5) ~~Conduct diversity dialogues, forums, and cross-cultural workshops.~~
- 6) ~~Work with~~ Support the Campus efforts of the college curriculum committees to assist in the development of a “Diversity Instructional Tool Kit” as a resource for faculty interested in infusing include diversity and multiculturalism in ~~to~~ their instructional ~~or services to students offerings.~~
- 7) ~~Review and revise~~ Ensure college/district publications and other marketing tools ~~to~~ reflect diversity in pictures, graphics, and text to project an inclusive image.
- 8) ~~Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.~~
- 9) ~~Require a series of~~ Conduct EEO/diversity workshops during at all instructional improvement days (flex week or on staff development days →).
- 10) ~~Evaluate administrators yearly on their ability and efforts to meet the District’s equal employment opportunity and diversity efforts.~~
- 11) ~~Establish an “Equal Employment Opportunity and Diversity” online presence by highlighting~~ Maintain the district’s diversity, and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the district’s website. ~~The website will also list contact persons for further information on all of these topics.~~
- 12) ~~Promote sabbaticals that will assist the district in achieving its equal employment opportunity and diversity objectives.~~
- 13) ~~Promote various~~ cultural awareness and celebrations on campus.
- 14) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for ~~community college~~ District employees.
- 15) ~~Have a formal diversity program on campus that is visible, valued and adequately funded.~~
- 16) ~~Consider providing for alternative educational or experience requirements for nonacademic positions.~~
- 17) ~~Develop leadership opportunities with current staff focusing on diversity.~~
- 18) ~~Establish a~~ *Community Outreach Advisory Council* to involve community-based organizations in the recruitment and other equal employment opportunity efforts

~~of the college. Recommended membership will include representatives from local business and industry as well as from diverse community groups such as MALDEF, NAACP, Chamber of Commerce, and City Council(s).~~

- 19) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- 20) ~~Seek direct contact~~ Collaborate with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.