



Rancho Santiago Community College District
District Council Meeting
September 18, 2017
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

- | | |
|--|-----------|
| 1. Approval of Minutes of August 21, 2017 Meeting | Rodríguez |
| 2. September 25, 2017 Board of Trustees Meeting | Rodríguez |
| 3. Reorganizations | Chitlik |
| 4. Committee Reports | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Chitlik |
| c. Fiscal Resources Committee | Hardash |
| d. Physical Resources Committee | Hardash |
| e. Technology Advisory Group | Krichmar |
| 5. Constituent Representative Reports | |
| a. Academic Senate - SAC | Zarske |
| b. Academic Senate – SCC | DeCarbo |
| c. Classified Staff | Pleitez |
| d. Student Government – SAC | Esqueda |
| e. Student Government – SCC | Hou |
| 6. Other | |

Next Meeting:
October 2, 2017
3:00 – 5:00 p.m.
Executive Conference Room #114



Rancho Santiago Community College District District Council Meeting

MINUTES

August 21, 2017

| | | |
|----------|---------------------------------|---------|
| Members: | Raúl Rodríguez | Present |
| | Adam O'Connor for Peter Hardash | Present |
| | Enrique Perez | Present |
| | Judy Chitlik | Present |
| | Linda Rose | Present |
| | John Hernandez | Present |
| | Lee Krichmar | Present |
| | Monica Zarske | Present |
| | Michael DeCarbo | Present |
| | Roxana Pleitez | Absent |
| | Amber Stapleton | Absent |
| | Juan Esqueda | Present |
| | Joseph Lanning for Edward Hou | Present |
| | Mary Mettler | Present |
| | Diane Hill | Absent |
| | George Sweeney | Absent |

Chancellor Raúl Rodríguez convened the meeting at 3:07 p.m.

1. Approval of Minutes of August 7, 2017

It was moved by Ms. Chitlik, seconded by Mr. Perez and carried, with abstentions from Dr. Mettler and Mr. DeCarbo, to approve the minutes of the August 7, 2017 meeting.

2. Adopted Budget Recommendation from Fiscal Resources Committee

Dr. Mettler asked Assistant Vice Chancellor O'Connor to provide highlights to the 2017-2018 Adopted Budget that is being recommended by the Fiscal Resources Committee. Mr. O'Connor provided highlights and noted that the district, because of declining FTES, went into stabilization in 2016-2017. In order to avoid a permanent reduction to the district's funding level, the district will have to restore FTES to the 2015-2016 level in 2017-2018. Discussion ensued. It was moved by Dr. Mettler, seconded by Dr. Hernandez and carried unanimously to approve the FRC recommendation to the Chancellor to approve the 2017-2018 Adopted Budget.

3. Reorganizations

Vice Chancellor Chitlik presented a reorganization in the District Office/Fiscal Services area. It was moved by Mr. Perez, seconded by Dr. Rose and carried unanimously to approve Reorg #1038.

The Chancellor reported that, due to an increase in Title IX and other compliance related matters, the district administration will be recommending a new staff position be added to handle and oversee these matters. The position will be added as outlined in the process outlined in the Planning Manual.

4. Board Policies and Administrative Regulations

Vice Chancellor Perez presented the following revised board policy and administrative regulations:

- a. BP/AR 3310 – Records Retention and Destruction
- b. AR 6307 – Debt Issuance and Management
- c. BP/AR 6330 – Purchasing
- d. BP/AR 6332 – Competitive Bidding, Quotations and Contracts
- e. BP 6340 – Contracts
- f. BP/AR 6503 – Inventory Control
- g. BP/AR 6504 – Moveable Inventory Control Responsibilities
- h. BP/AR 6505 – Inventory Order Quantity and Storage Controls
- i. BP/AR 6550 – Disposal of Property
- j. BP/AR 6603 – Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act
- k. BP/AR 6750 – Vehicle Operation and Parking
- l. BP/AR 6752 – Donation of Vehicles
- m. BP 7500 - Volunteers

It was moved by Ms. Chitlik, seconded by Dr. Rose and carried unanimously to approve the administrative regulations and recommend approval of the board policies to the Board Policy Committee.

5. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Mr. Perez reported that the Governance Committee Workshop is being rescheduled and a new date will be set. He further reported that the IEPI PRT visits to review the district's budget allocation model are tentatively scheduled for October 20 and December 6. Confirmation will be communicated as soon as it is received.

b. Human Resources Committee (HRC)

Ms. Chitlik reported that the next meeting is scheduled for September 13, 2017.

c. Fiscal Resources Committee (FRC)

Mr. O'Connor reported that the next meeting is scheduled for September 27, 2017.

d. Physical Resources Committee (PRC)

Mr. O'Connor reported that the next meeting would be held via email on September 6, 2017.

e. Technology Advisory Group (TAG)

Ms. Krichmar reported that the next meeting is scheduled for September 7, 2017.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Zarske reported that the Academic Senate will be holding a retreat on August 23.
- b. Academic Senate/SCC: Mr. DeCarbo reported that the SCC Academic Senate will be holding a retreat on August 23 and will be followed by a campus-wide discussion on Guided Pathways.
- c. CSEA: No report.
- d. Student Government/SAC: Mr. Esqueda reported the SAC ASG retreat will be held August 25-27 and a Welcome Back event for students will be held August 30 and 31.
- e. Student Government/SCC: Mr. Lanning reported the SCC ASG retreat will be held August 18 and Welcome Back event for students will be held August 30 and 31. ASG is also working on expanded library hours and a pilot bus program for students.

7. Other

8. Next Meeting: The next District Council meeting will be held on Monday, September 18, 2017 in the Executive Conference Room (#114).

Meeting Adjourned: 3:35 p.m.

Approved:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1039
Assigned by Human Resources S

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

Site/Department/Division: DO/Educational Services

Manager/Supervisor: Enrique Perez

Position(s) affected:

| CURRENT POSITION | PROPOSED POSITION |
|------------------|--|
| NONE | Assistant Vice Chancellor Workforce and Economic Development |
| | |
| | |

A
Admin

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 217,732.32

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 12-2185-684000-53306-2110 (100% grant-funded)

(Attach necessary budget change forms)

Reason for reorganization:

Unified leadership role required for the Los Angeles Orange County Regional Consortia.

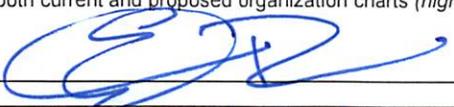
Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

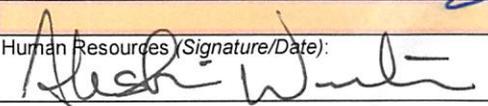
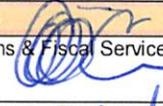
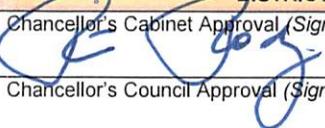
No Yes If yes, please explain below.

RECEIVED
2017 AUG 18 P 4: 44
HUMAN RESOURCES/RSCCD

Does this change affect more than one department/division? No Yes If yes, please explain below.

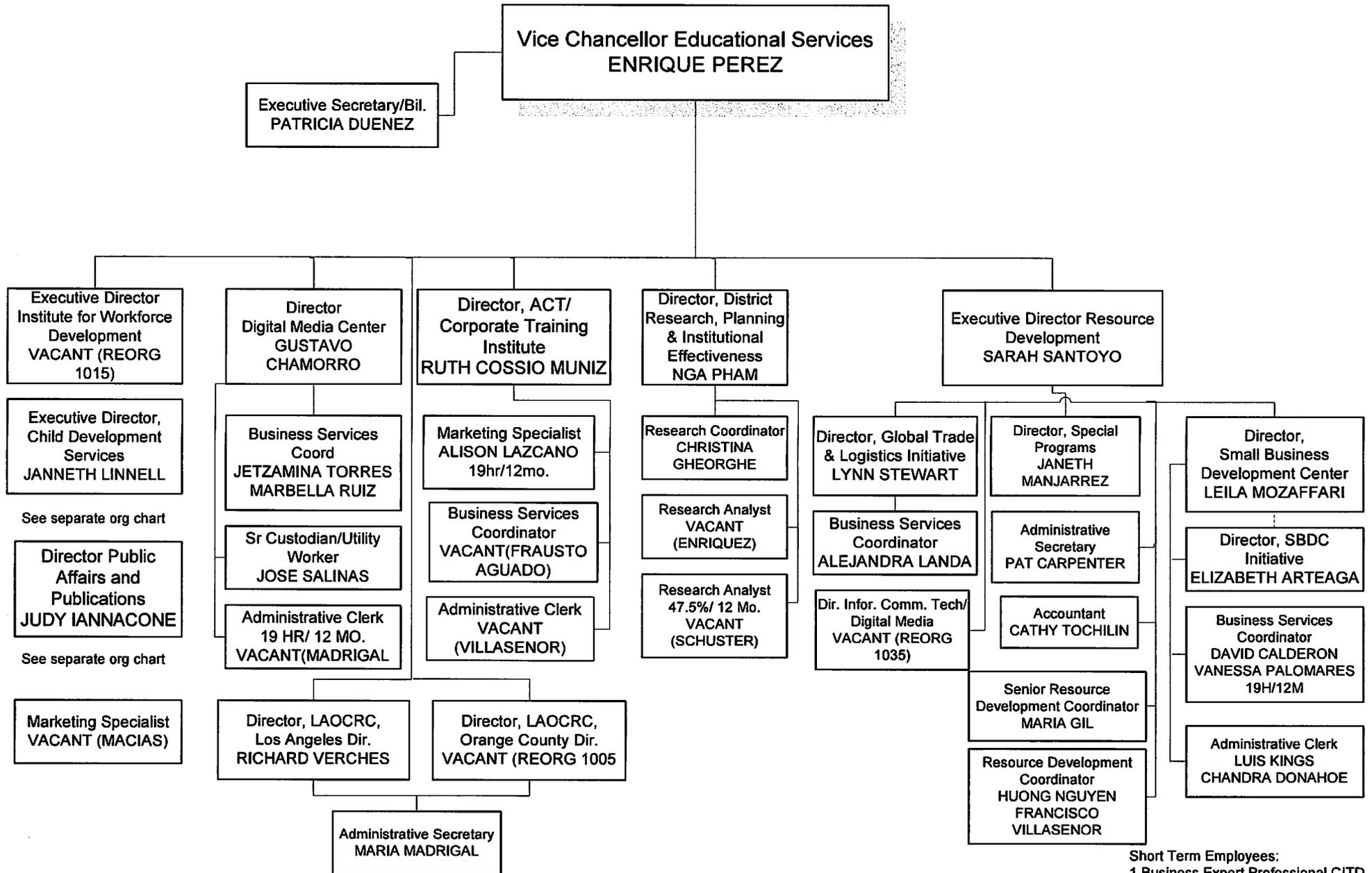
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member):  Date: 8/18/17

| SIGNATURES AND/OR REVIEW DATES | |
|--|--|
| Human Resources (Signature/Date): <u> 8/21/17.</u> | Business Operations & Fiscal Services (Signature/Date): <u> 8/21/17</u> |
| | Resource Development (Signature/Date – Only for Restricted Funds) <u> 8/22/17</u> |
| COLLEGE POSITIONS | DISTRICT POSITIONS |
| President's Council Approval (Signature/Date): | Chancellor's Cabinet Approval (Signature/Date): <u> 9/6/17</u> |
| Chancellor's Cabinet Approval (Signature/Date): | Chancellor's Council Approval (Signature/Date): |
| CSEA (Signature/Date): | CSEA (Signature/Date): |

**Rancho Santiago Community College District
EDUCATIONAL SERVICES**

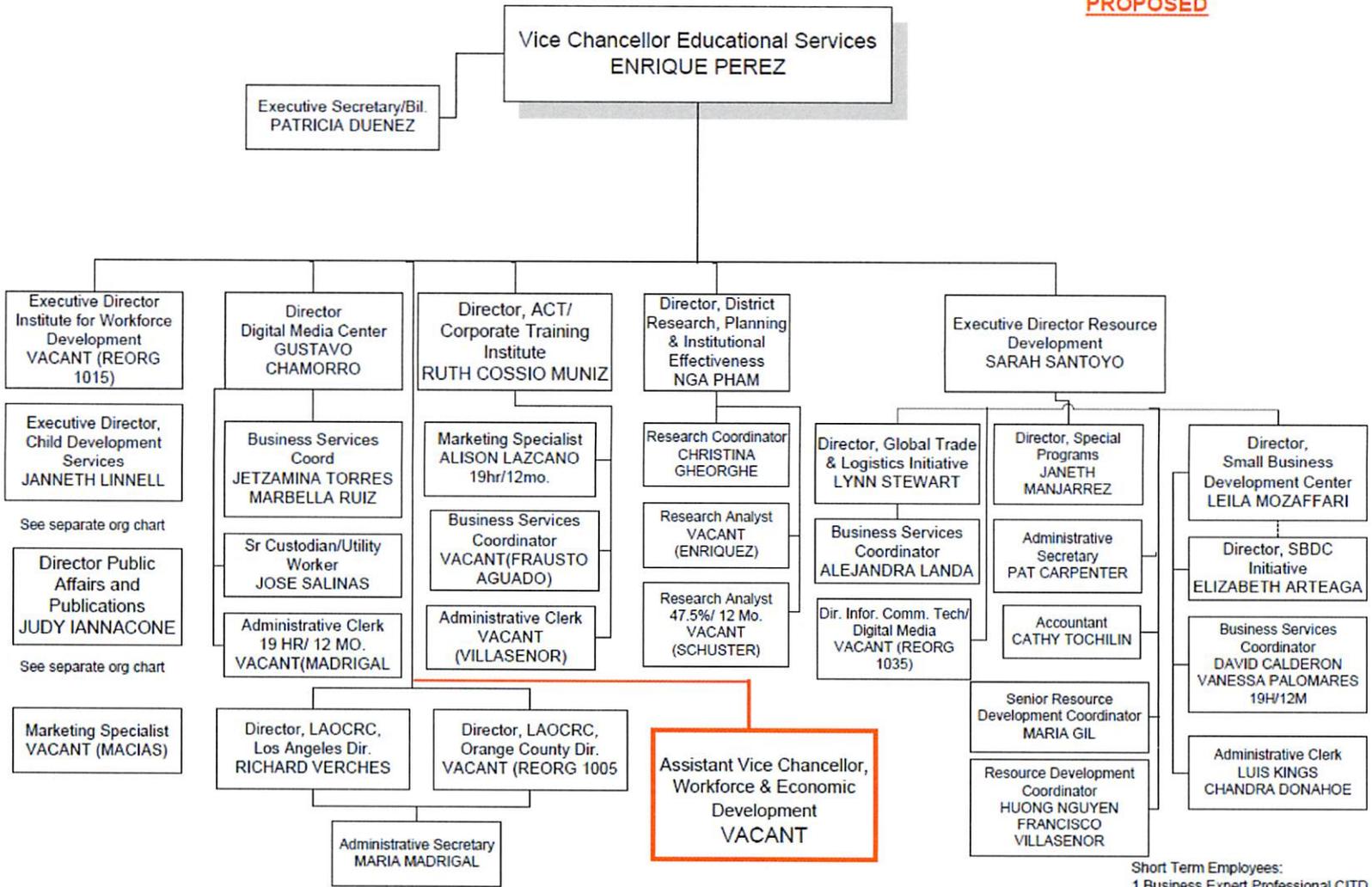
CURRENT



Short Term Employees:
 1 Business Expert Professional CITD
 2 Business Expert Professional IWE
 3 Business Expert Professional II SBDC
 3 Business Expert Professional SBDC

**Rancho Santiago Community College District
EDUCATIONAL SERVICES**

PROPOSED



- Short Term Employees:
 1 Business Expert Professional CITD
 2 Business Expert Professional IWE
 3 Business Expert Professional II SBDC
 3 Business Expert Professional SBDC

RSCCD

COST OF NEW POSITION - ACADEMIC CONTRACT & ACADEMIC ADMINISTRATORS

| | | | |
|-------------------------|--|--------------------|----------------------|
| POSITION TITLE | Assistant Vice Chancellor, Workforce & Econ Dev | | |
| CLASS & STEP | Monthly | # of Months | ANNUAL COST |
| Grade A-4 | 12,698.12 | 12.00 | \$ 152,377.43 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|---------------------|---------------------|----------------------|
| STRS | 14.430% | 21,988.06 | |
| MEDICARE | 1.450% | 2,209.47 | |
| UNEMPLOYMENT | 0.050% | 76.19 | |
| WORKERS COMP | 2.250% | 3,428.49 | |
| ACTIVE RET. INS. COST | 3.630% | 5,531.30 | |
| TOTAL TAX & BENEFIT COST | 21.810% | \$ 33,233.51 | \$ 33,233.51 |
| TOTAL SALARY & BENEFIT COST | | | \$ 185,610.94 |

| FRINGE BENEFITS COST | BENEFIT RATE | BENEFIT COST | |
|----------------------------------|---------------------|---------------------|-------------|
| FRINGE BENEFITS (FARSCCD only) | | - | |
| MEDICARE | 1.450% | - | |
| UNEMPLOYMENT | 0.050% | - | |
| WORKERS COMP | 2.250% | - | |
| ACTIVE RET. INS. COST | 3.630% | - | |
| TOTAL FRINGE BENEFIT COST | 7.380% | \$ - | \$ - |

| INSURANCE BENEFITS | | |
|--|---------------|---------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months) | \$ 152,377.43 | 347.42 |
| MEDICAL INSURANCE (see below) | | 31,773.96 |
| TOTAL INSURANCE COST | | 32,121.38 |
| | | \$ 32,121.38 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 217,732.32 |
|-------------------------------|----------------------|

| | |
|--|---------------------|
| BENEFITS = | \$ 65,354.89 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 42.89% |

| | |
|--|------------------|
| ACADEMIC ADMINISTRATORS (including Fringe amount) | 31,773.96 |
| FARSCCD | 27,569.28 |

08/18/17

Rancho Santiago Community College District
Account Availability Report Ending 08/31/2017
Options - Available/Met/Exceeded Budget

Page: 4

Fiscal Year: 2018

PROJECT: 2185 - CTE SWP - Regional

| GL Account | Allocated Budget | Actual | Encumbrances | %Committed | Available |
|--|-----------------------|-----------------------|------------------|---------------|-------------------|
| 12-2185-000000-50000-8629 Other Gen Categorical Appor | 25,124,059.00- | 25,837,757.92- | 0.00 | 102.84 | 713,698.92 |
| Totals for DEPARTMENT: 50000 - District Operations | 25,124,059.00- | 25,837,757.92- | 0.00 | 102.84 | 713,698.92 |
| 12-2185-602000-53210-5100 Contracted Services : Ctr f | 25,000.00 | 0.00 | 0.00 | 0.00 | 25,000.00 |
| 12-2185-675000-53210-5210 Conference Expenses : Ctr f | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 |
| 12-2185-684000-53210-2310 Classified Employees - Ongo | 33,511.00 | 0.00 | 0.00 | 0.00 | 33,511.00 |
| 12-2185-684000-53210-3325 Medicare - Non-Instructiona | 486.00 | 0.00 | 0.00 | 0.00 | 486.00 |
| 12-2185-684000-53210-3335 PARS - Non-Instructional : | 436.00 | 0.00 | 0.00 | 0.00 | 436.00 |
| 12-2185-684000-53210-3435 H & W - Retiree Fund Non-In | 1,216.00 | 0.00 | 0.00 | 0.00 | 1,216.00 |
| 12-2185-684000-53210-3515 SUI - Non-Instructional : C | 17.00 | 0.00 | 0.00 | 0.00 | 17.00 |
| 12-2185-684000-53210-3615 WCI - Non-Instructional : C | 754.00 | 0.00 | 0.00 | 0.00 | 754.00 |
| 12-2185-684000-53210-4210 Books, Mags & Subscrip-Non- | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 12-2185-684000-53210-4610 Non-Instructional Supplies | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| 12-2185-684000-53210-4710 Food and Food Service Suppl | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 |
| 12-2185-684000-53210-5100 Contracted Services : Ctr f | 115,952.00 | 0.00 | 10,500.00 | 9.06 | 105,452.00 |
| 12-2185-684000-53210-5220 Mileage/Parking Expenses : | 2,128.00 | 0.00 | 0.00 | 0.00 | 2,128.00 |
| 12-2185-684000-53210-5940 Reproduction/Printing Expen | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Totals for DEPARTMENT: 53210 - Ctr for Intl Trade D | 210,500.00 | 0.00 | 10,500.00 | 4.99 | 200,000.00 |
| 12-2185-684000-53306-2110 Classified Management : LA/ | 265,717.00 | 0.00 | 63,020.10 | 23.72 | 202,696.90 |
| 12-2185-684000-53306-2130 Classified Employees : LA/O | 51,900.00 | 0.00 | 0.00 | 0.00 | 51,900.00 |
| 12-2185-684000-53306-3215 PERS - Non-Instructional : | 49,329.00 | 0.00 | 0.00 | 0.00 | 49,329.00 |
| 12-2185-684000-53306-3315 OASDHI - Non-Instructional | 20,197.00 | 0.00 | 0.00 | 0.00 | 20,197.00 |
| 12-2185-684000-53306-3325 Medicare - Non-Instructiona | 4,723.00 | 0.00 | 0.00 | 0.00 | 4,723.00 |
| 12-2185-684000-53306-3415 H & W - Non-Instructional : | 84,417.00 | 0.00 | 0.00 | 0.00 | 84,417.00 |
| 12-2185-684000-53306-3435 H & W - Retiree Fund Non-In | 11,825.00 | 0.00 | 0.00 | 0.00 | 11,825.00 |
| 12-2185-684000-53306-3515 SUI - Non-Instructional : L | 163.00 | 0.00 | 0.00 | 0.00 | 163.00 |
| 12-2185-684000-53306-3615 WCI - Non-Instructional : L | 7,330.00 | 0.00 | 0.00 | 0.00 | 7,330.00 |
| 12-2185-684000-53306-3915 Other Benefits - Non-Instru | 8,140.00 | 0.00 | 0.00 | 0.00 | 8,140.00 |
| 12-2185-684000-53306-5300 Inst Dues & Memberships : L | 72,084.00 | 72,083.56 | 72,083.56- | 0.00 | 72,084.00 |
| 12-2185-684000-53306-5611 Lease Agreement - Facility | 26,444.00 | 0.00 | 26,444.00 | 100.00 | 0.00 |
| 12-2185-684000-53306-5999 Special Project Holding Acc | 314,987.00 | 0.00 | 0.00 | 0.00 | 314,987.00 |
| Totals for DEPARTMENT: 53306 - LA/OC Regional Conso | 917,256.00 | 72,083.56 | 17,380.54 | 9.75 | 827,791.90 |
| 12-2185-679000-53340-2130 Classified Employees : Rese | 32,221.00 | 0.00 | 0.00 | 0.00 | 32,221.00 |
| 12-2185-679000-53340-3215 PERS - Non-Instructional : | 5,004.00 | 0.00 | 0.00 | 0.00 | 5,004.00 |
| 12-2185-679000-53340-3315 OASDHI - Non-Instructional | 2,044.00 | 0.00 | 0.00 | 0.00 | 2,044.00 |
| 12-2185-679000-53340-3325 Medicare - Non-Instructiona | 478.00 | 0.00 | 0.00 | 0.00 | 478.00 |
| 12-2185-679000-53340-3415 H & W - Non-Instructional : | 14,333.00 | 0.00 | 0.00 | 0.00 | 14,333.00 |
| 12-2185-679000-53340-3435 H & W - Retiree Fund Non-In | 1,197.00 | 0.00 | 0.00 | 0.00 | 1,197.00 |
| 12-2185-679000-53340-3515 SUI - Non-Instructional : R | 16.00 | 0.00 | 0.00 | 0.00 | 16.00 |
| 12-2185-679000-53340-3615 WCI - Non-Instructional : R | 742.00 | 0.00 | 0.00 | 0.00 | 742.00 |
| 12-2185-679000-53340-3915 Other Benefits - Non-Instru | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 |
| Totals for DEPARTMENT: 53340 - Research | 56,785.00 | 0.00 | 0.00 | 0.00 | 56,785.00 |
| 12-2185-675000-53345-5210 Conference Expenses : Resou | 8,178.00 | 0.00 | 0.00 | 0.00 | 8,178.00 |
| 12-2185-679000-53345-2110 Classified Management : Res | 109,427.00 | 9,118.93 | 100,308.23 | 100.00 | 0.16- |

There is \$314,987 in the holding account that will more than cover cost of position

ACBL - GL Account Balance Inquiry

GL Account : 12-2185-684000-53306-2110

Classified Management : LA/OC Regional Consortia

Fiscal Year

| | Annual Amount |
|----------------------|---|
| Allocated Budget | <input type="text" value="265,717.00"/> |
| Actuals | <input type="text" value="0.00"/> |
| Encumbrances | <input type="text" value="63,020.10"/> |
| <hr/> | |
| Unencumbered Balance | <input type="text" value="202,696.90"/> |
| <hr/> | |
| Requisitions | <input type="text" value="0.00"/> |
| <hr/> | |
| Available Funds | <input type="text" value="202,696.90"/> |