



Rancho Santiago Community College District
District Council Meeting
January 27, 2020
Executive Conference Room #114
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of November 4, 2019 Meeting - **ACTION** Hardash
2. Reorgs - **ACTION** Green
 - a. #1187 – DO/Safety & Security
3. Board Policies/Administrative Regulations - **ACTION**
 - a. AR 6150 Designation of Authorized Signatures Hardash
4. Committee Reports - **INFORMATION**
 - a. Planning & Organizational Effectiveness Committee Perez/DeCarbo
 - b. Human Resources Committee Green
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Gonzalez
5. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Shahbazian
 - b. Academic Senate – SCC DeCarbo
 - c. Classified Staff Martin
 - d. Student Government – SAC Cuellar
 - e. Student Government – SCC Gallardy
6. Other

Next Meeting: March 2, 2020



Rancho Santiago Community College District District Council Meeting

MINUTES

November 4, 2019

Members:	Marvin Martinez	Absent
	Peter Hardash	Present
	Sarah Santoyo for Enrique Perez	Present
	Tracie Green	Present
	Bart Hoffman for Linda Rose	Present
	John Hernandez	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Michael DeCarbo	Present
	Monica Zarske	Absent
	Michael Taylor	Absent
	Sheryl Martin	Present
	Teresa Hagelbarger	Absent
	Scott James	Present
	Mariano Cuellar	Present
	Jio Gallardy	Present
Guests:	Rudy Carrion	

Vice Chancellor Peter Hardash convened the meeting at 3:00 p.m.

1. Approval of Minutes of October 7, 2019 Meeting

It was moved by Mr. DeCarbo and seconded by Ms. Green to approve the minutes of the October 7, 2019 meeting. An inquiry was made as to why discussion of the mission statement approval was not on the agenda and it was noted that discussion of that item will take place in the Planning and Organizational Effectiveness Committee. The motion carried to approve the minutes of the October 7, 2019 meeting with the following vote: Yes – Hardash, Santoyo, Green, Hoffman, Gonzalez, DeCarbo, Shahbazian, James, and Cuellar with abstentions from Dr. Hernandez and Ms. Martin. Mr. Gallardy had not arrived to the meeting at the time of the vote.

2. Reorganizations

- a. #1155/DO – Educational Services – it was moved by Mr. DeCarbo, seconded by Dr. Hernandez and the motion carried unanimously to approve Reorg #1155.
- b. #1166/DO – Fiscal Services – it was moved by Dr. Hernandez, seconded by Ms. Martin and the motion carried unanimously, with a no vote by Mr. DeCarbo, to approve Reorg #1166

3. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

POE Co-Chair Mr. DeCarbo reported on the October 23, 2019 meeting. The next meeting will be held on November 27, 2019.

b. Human Resources Committee (HRC)

Vice Chancellor Green reported on the October 9, 2019 meeting. She shared details about the Community College Job Fair to be held in Anaheim on December 7, 2019. The next meeting will be held on November 14, 2019.

c. Fiscal Resources Committee (FRC)

Mr. Hardash reported on the October 16, 2019 meeting. The next meeting will be held on November 20, 2019.

d. Physical Resources Committee (PRC)

Mr. Hardash reported the next meeting would be held on November 6, 2019. Meeting information is posed on the PRC website.

e. Technology Advisory Group (TAG)

Assistant Vice Chancellor Jesse Gonzalez reported on the next meeting would be held on November 7, 2019.

6. Constituent Representative Reports

a. Academic Senate/SAC: Mr. Shahbazian reported on the activities of the SAC Academic Senate.

b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate. An invitation was also extended for all to attend the SCC holiday concert "Peace!" on November 16 at 7 p.m.

c. CSEA: Ms. Martin reported that CSEA 579 settled a three-year contract with the district and expecting ratification to take place in time so the board may approve the contract at the November 18, 2019 board meeting. The next chapter meeting will be held at CEC on November 19.

d. Student Government/SAC: Mr. Cuellar reported on the activities of the SAC ASG.

e. Student Government/SCC: Mr. Gallardy reported on the activities of the SCC ASG. It was also reported that there was a joint ASG meeting held last week. These meetings assist in coordination of ASG activities at both colleges.

7. Next Meeting: The next meeting will be held on Monday, January 27, 2020 in the Executive Conference Room (#114).

Meeting Adjourned: 3:40 p.m.

Approved:

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

Number # 1187
Assigned by Human Resources

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

Site/Department/Division: SCC/District Safety and Security/Business and Fiscal Services

Manager/Supervisor: Michael Toledo/ Peter Hardash

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
District Safety Officer (PT Chacon) <i>9009</i>	Senior District Safety Officer (armed) <i>9013</i>
District Safety Officer (PT Montanez)	<i>FT/12M.</i>
District Safety Officer (PTHarris)	
District Safety Officer (PT Counts)	

Current annual salary/benefits cost \$ see page 1 Proposed annual salary/benefits cost \$ see page 1

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): 11-0000-677000-54166-2130 65% / 12-3610-695000-54166-2130 35%.
(Attach necessary budget change forms)

Reason for reorganization:

Transition district safety officer to senior district safety officer armed. The officer will be assigned to Santa Ana College. The added armed officer will have the ability to respond appropriately to neutralize a threat of targeted violence or other dangerous incidents. This position allows District Safety to add supervisory support on campus, which is essential for the safety of students, staff, and visitors. Additionally, the influx of non-students on campus at all hours create an immediate need.

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

No Yes If yes, please explain below.

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

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HUMAN RESOURCES/RSCCD

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): *[Signature]* Date: 10/31/19

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <i>[Signature]</i> 10/31/19.	Business Operations & Fiscal Services (Signature/Date): <i>[Signature]</i> 10/31/19
	Resource Development (Signature/Date – Only for Restricted Funds) <i>NA</i>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>[Signature]</i> 11/18/19
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

COST BREAKDOWN FOR DSO TO Sr. DSO REORGANIZATION

Funding for the new Senior District Safety Officer will primarily come from the reorganization of four existing part time positions (below). The salary for the proposed new position will be split between accounts 11-0000-677000-54166-2130@65% and 12-3610-695000-54166-2130@35%.

The four vacant part time positions helps to offset the costs of a Senior District Safety Officer, but a shortage of \$33,947 still exists. This shortage will be funded from overtime account 12-3610-695000-54163-2350. Current budgeted overtime funds exceed current overtime expenditures. The addition of new officers has significantly reduced overtime costs allowing for the redistribution of these funds.

Proposed Position	\$96,988
Vacancy-Chacon, Benjamin	(\$14,268)
Vacancy-Montanez, Jesse	(\$11,491)
Vacancy-Harris, Courtney	(\$18,641)
<u>Vacancy-Counts, Christopher</u>	<u>(\$18,641)</u>

Amount Short (\$33,947) funded from overtime account 12-3610-695000-54163-2350+plus benefits

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RSCCD 2019-2020 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior District Safety Officer		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
"13" "3"	\$ 4,835.909	12	\$ 58,030.91

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	19.721%	11,444.28	
SOCIAL SECURITY	6.200%	3,597.92	
MEDICARE	1.450%	841.45	
UNEMPLOYMENT	0.050%	29.02	
WORKERS COMP	1.500%	870.46	
ACTIVE RET. INS. COST	2.750%	1,595.85	
TOTAL TAX & BENEFIT COST	31.671%	\$ 18,378.98	\$ 18,378.98

TOTAL SALARY & BENEFIT COST	\$ 76,409.89
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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	2.750%	41.25	
TOTAL FRINGE BENEFIT COST	11.950%	\$ 1,679.25	\$ 1,679.25

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 58,030.91	132.31	
MEDICAL INSURANCE (see below)		18,766.00	
TOTAL INSURANCE COST		18,898.31	\$ 18,898.31

TOTAL COST OF POSITION	\$ 96,987.45
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BENEFITS =	\$ 38,956.54
BENEFIT COST AS A PERCENT OF CONTRACT =	67.13%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	33,375.36	20,831.00	AVERAGE
CSEA	Max	28,257.96	18,766.00	AVERAGE

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

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Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Services

AR 6150 Designation of Authorized Signatures

Reference(s):

Education Code Sections 85232 and 85233

The Vice Chancellor of Business Operations/Fiscal Services and the Assistant Vice Chancellor, Fiscal Services, as District Disbursing Officer, are authorized to sign warrants on behalf of the District. See BP/AR 6305 Fiscal Accountability for the related policy and regulations.

1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.

1.1 For Contract Agreements of ~~\$15,000~~ 14,999 or less (excluding grant agreements) and

Short-term Facility Use Agreements:

- 1.1.1 Chancellor
- 1.1.2 Vice Chancellor, Business Operations/Fiscal Services
- 1.1.3 Vice Chancellor, Educational Services
- 1.1.4 Vice Chancellor, Human Resources
- 1.1.5 College Presidents
- 1.1.6 Vice President, Administrative Services
- 1.1.7 Assistant Vice Chancellor, Facility Planning
- 1.1.8 Assistant Vice Chancellor, ITS
- 1.1.9 Assistant Vice Chancellor, Fiscal Services
- 1.1.10 Director, Purchasing Services

1.2 The Board shall require advance approval of all contracts and purchase orders exceeding certain thresholds as enumerated in AR 6330. For purposes of purchase requisition approval in Colleague (Purchasing module), the following limits apply:

- 1.2.1 \$1 – \$14,999 – District-wide Managers
- 1.2.2 \$1 – \$199,999 – Assistant Vice Chancellors, Vice Presidents and Director, Purchasing Services
- 1.2.3 \$1 – \$999,999 – Chancellor’s Cabinet
- 1.2.4 \$200,000 - \$1,999,999 – Director, Purchasing Services (with specific written authorization from the Vice Chancellor Business Operation/Fiscal Services)
- 1.2.5 Unlimited – Vice Chancellor Business Operations/Fiscal Services and Assistant Vice Chancellor Fiscal Services

For detailed information regarding projects, departments, thresholds and authorized approvers for purchase requisitions in Colleague (Purchasing module) go to: <https://intranet.rscgd.edu/Purchasing/Documents/QueueApprovalList.pdf>

- 1.32 For Tax Forms:
 - 1.32.1 Chancellor
 - 1.32.2 Vice Chancellor, Business Operations/Fiscal Services
 - 1.32.3 Assistant Vice Chancellor, Fiscal Services
 - 1.32.4 Manager, Fiscal Services
 - 1.32.5 Payroll Manager

- 1.43 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651, Construction Services not to exceed the amount specified by Contract Code 22030 CUPCAA (California Uniform Public Construction Cost Accounting Act).
 - 1.43.1 Chancellor
 - 1.43.2 Vice Chancellor, Business Operations/Fiscal Services
 - 1.43.3 Assistant Vice Chancellor, Fiscal Services
 - 1.43.4 Director, Purchasing Services

- 1.54 Advertising for Bids
 - 1.54.1 Chancellor
 - 1.54.2 Vice Chancellor, Business Operations/Fiscal Services
 - 1.54.3 Director, Purchasing Services

- 1.65 Claim Settlements
 - 1.65.1 Chancellor
 - 1.65.2 Vice Chancellor, Business Operations/Fiscal Services
 - 1.65.3 Vice Chancellor, Human Resources

- 1.76 Collective Bargaining Agreements
 - 1.76.1 Chancellor
 - 1.76.2 Vice Chancellor, Human Resources

- 1.87 Application of Funds and Grants (Requires one signer from 1.87.1 and one Signer from section 1.87.2)
 - 1.87.1 Chancellor, Vice Chancellor, Educational Services, Assistant Vice Chancellor, Educational Services
 - 1.87.2 Vice Chancellor, Business Operations/Fiscal Services, Assistant Vice Chancellor, Fiscal Services

- 2.0 For banking and investment accounts, authorized signers will be submitted to the Board for approval annually or as needed.

Adopted: November 2, 2015
Revised: January 28, 2019
Revised: xxxxxxx, 2019