



**Rancho Santiago Community College District
District Council Meeting**

March 2, 2020

Executive Conference Room #114

3:00 – 5:00 p.m.

Agenda

- | | |
|--|--|
| 1. Chancellor’s Update | Martinez |
| 2. Approval of Minutes - ACTION
a. November 4, 2019 Meeting
b. January 27, 2020 Meeting | Martinez |
| 3. Reorgs - ACTION
a. #1187 – DO/Safety & Security | Green |
| 4. Approval of 2020-2021 Budget Assumptions - ACTION | Hardash |
| 5. Review and Update of IEPI – DISCUSSION | DeCarbo |
| 6. Board Policies/Administrative Regulations - ACTION
a. AR 2710 Conflict of Interest
b. AR 3821 Gift Ban Policy
c. AR 3501 Campus Security and Access
d. AR 6150 Designation of Authorized Signatures
e. AR 6520 Security for District Property | Perez
Perez
Hardash
Hardash
Hardash |
| 7. Committee Reports - INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Green
Hardash
Hardash
Gonzalez |
| 8. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate – SCC
c. Classified Staff
d. Student Government – SAC
e. Student Government – SCC | Shahbazian
DeCarbo
Martin
Cuellar
Gallardy |
| 9. Other | |

Next Meeting: March 30, 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 District Council Meeting

MINUTES

January 27, 2020

Members:	Marvin Martinez	Absent
	Peter Hardash	Present
	Enrique Perez	Absent
	Tracie Green	Present
	Linda Rose	Absent
	John Hernandez	Present
	Jesse Gonzalez	Present
	Roy Shahbazian	Present
	Michael DeCarbo	Present
	Monica Zarske	Absent
	Michael Taylor	Absent
	Sheryl Martin	Present
	Teresa Hagelbarger	Absent
	Mary Mettler	Absent
	Mariano Cuellar	Absent
	Jio Gallardy	Absent

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

1. Approval of Minutes of November 4, 2019 Meeting

There were no questions or corrections to minutes. However, there was not a quorum at the meeting so the ***minutes will be brought back to the March 2, 2020 meeting for approval.***

2. Reorganizations

- a. #1187/DO – Safety and Security – discussion ensued about the reorg. It was requested that a budget summary illustrating a reduction to the overtime account to accommodate the increase cost of this full-time position be added to the reorg back-up. In addition, a historical cost of District Safety for the past 5-10 years was requested. There was not a quorum at the meeting, so this ***reorg will be brought back to the March 2, 2020 meeting for approval.***

3. Board Policies/Administrative Regulations
 - a. AR 6150 Designation of Authorized Signatures – Mr. Hardash and Asst. Vice Chancellor Gonzalez presented the revisions made to the AR. There was not a quorum at the meeting, so the ***AR will be brought back to the March 2, 2020 meeting for approval.***

4. Committee Reports
 - a. Planning and Organizational Effectiveness Committee (POEC)
POE Co-Chair Mr. DeCarbo reported on the January 22, 2020 meeting. It was reported that POE referred the budget augmentation process outlined in the planning manual to the Fiscal Resources Committee for review. ***Once reconciled, any changes will be brought to District Council for approval.*** The next meeting will be held on February 26, 2020.
 - b. Human Resources Committee (HRC)
Vice Chancellor Green reported on the January 8, 2020 meeting. ***SAC Academic Senate President Shahbazian requested a report on how the hiring timeline (posting to offer) affects the number and quality of candidates.*** The next meeting will be held on February 12, 2020.
 - c. Fiscal Resources Committee (FRC)
Mr. Hardash reported on the January 22, 2020 meeting. Both Academic Senate Presidents raised a concern that, at the same time the district is working on budget reductions, District Services is asking for augmentation. The next meeting will be held on February 19, 2020.
 - d. Physical Resources Committee (PRC)
Mr. Hardash reported on the November 6, 2019. Meeting information is posted on the PRC website. The next meeting will be held on February 5, 2020 via email.
 - e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez reported on the November 7 and December 5, 2019 meetings. The next meeting will be held on February 6, 2020.

6. Constituent Representative Reports
 - a. Academic Senate/SAC: Mr. Shahbazian reported that the Academic Senate Retreat will be held on February 5, 2020.
 - b. Academic Senate/SCC: Mr. DeCarbo reported that the next meeting will be held on February 5, 2020.
 - c. CSEA: Ms. Martin reported that the Chancellor attended the January 21, 2020 meeting it was well attended.
 - d. Student Government/SAC: No report.
 - e. Student Government/SCC: No report.

7. Next Meeting: The next meeting will be held on Monday, March 2, 2020 in the Executive Conference Room (#114).

Meeting Adjourned: 4:01 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.

RECEIVED
2019 OCT 30 P 2: 26
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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 HUMAN RESOURCE/RSCCD

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%

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

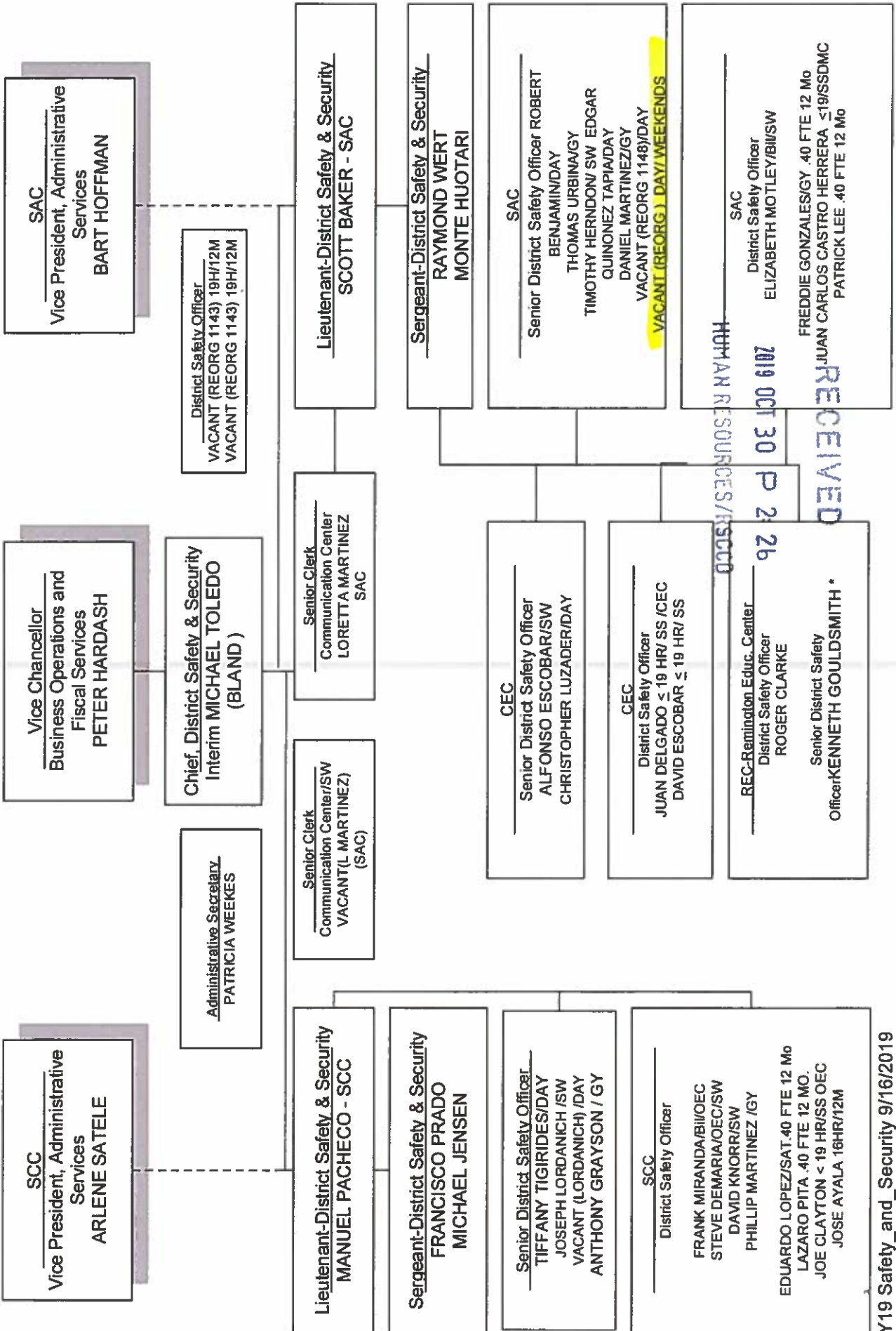
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

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 2019 OCT 30 P 2: 26
 HUMAN RESOURCES/RSCCD

Rancho Santiago Community College District
**BUSINESS OPERATIONS AND FISCAL SERVICES
 SAFETY AND SECURITY**

Proposed

* Y Rated



HUMAN RESOURCES/HSCDD
 2019 OCT 30 P 2:26
 RECEIVED



Budget Change Form

Doc Date: 11/07/2019	Fiscal Use Only:
Fiscal year: 2020	Process Date:
Reason Code: ADJ - Adjustment	Fund Transfer Number:
Reason for Change: Fund Reorg 1187	

Routing Information

Supervisor Location: DO - District Office	Supervisor Division: 6FIS - DO Business, Operns, & Fiscal Svc
Supervisor: Toledo, Michael - 1445793	Supervisor Position: 6SAFE-CT-CHIEF CT-Chief Dist Saf & Sec

Budget Information

It is requested that changes to budgeted funds be made as listed below

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	12_3510_695000_54183_2350	30322.00	+ -	1	12_3510_695000_54183_2130	20311.00	+ -
2	12_3510_695000_54183_2315	1800.00	+ -	2	12_3510_695000_54183_2215	4006.00	+ -
3	12_3510_695000_54183_3325	440.00	+ -	3	12_3510_695000_54183_3315	1292.00	+ -
4	12_3510_695000_54183_3435	834.00	+ -	4	12_3510_695000_54183_3323	302.00	+ -
5	12_3510_695000_54183_3515	15.00	+ -	5	12_3510_695000_54183_3415	6214.00	+ -
6	12_3510_695000_54183_3515	455.00	+ -	6	12_3510_695000_54183_3435	573.00	+ -
Total Amount:		33946.00		7	12_3510_695000_54183_3515	10.00	+ -
				8	12_3510_695000_54183_3515	212.00	+ -
				9	12_3510_695000_54183_3515	525.00	+ -
				Total Amount:		33946.00	

OVERTIME ACCT + BENEFITS (handwritten above Credit table)

FIIT CLASSIFIED + BENEFITS (handwritten above Debit table)

Comment

Patricia Weekes A. 11/07/2019 12:04
Fund Sr. Armed DSO position Reorg 1187 60/40%. Use PT's staff vacancies J. Montanez, C. Harris, C. Counts and B. Chacon to fund position and OT account.

Signatures

Originator:

I approve this budget change form.

Patricia Weekes A.	11/07/2019	Sign	UnSign
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Approver1:

I approve this budget change form.

Michael Toledo	11/07/2019	Sign	UnSign
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VP/Approver 2:

I approve this budget change form.

		Sign	UnSign
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Admin Service Budget Checker:

I approve this budget change form.

		Sign	UnSign
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Admin Service VP:

I approve this budget change form.

		Sign	UnSign
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Resource Development:

I approve this budget change form.

		Sign	UnSign
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Budget Analyst:

I approve this budget change form.

Gina Huegli	11/07/2019	Sign	UnSign
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Fiscal Approver:

I approve this budget change form.

Thao Nguyen	11/08/2019	Sign	UnSign
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SAFETY & SECURITY FINANCIAL HISTORY - FD 11/12

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Parking Fund Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Est. Actuals
Salaries/Benefits	499,058	488,536	658,741	704,433	893,346	816,571	987,300
Non-Personnel	216,776	134,569	136,254	80,409	236,018	128,257	170,605
Total FD 12-3610 project	715,834	623,105	794,995	784,842	1,129,364	944,828	1,157,905

General Fund Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Est. Actuals
Salaries/Benefits	1,704,337	1,621,506	1,777,407	2,075,837	2,515,581	3,061,115	3,039,599
Non-Personnel	33,443	152,145	380,039	177,585	155,682	287,901	41,224
Total FD 11	1,737,781	1,773,651	2,157,447	2,253,422	2,671,262	3,349,016	3,080,823

Total Expenditures (FD 11 & 12)	2,453,615	2,396,755	2,952,441	3,038,264	3,800,626	4,293,844	4,238,728
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FD 12-3610 Parking Revenue	930,964	936,649	828,374	690,915	661,636	661,642	641,474
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These expenses are included above:

OVERTIME-2350 Object	Actual	Actual	Actual	Actual	Actual	Actual	Est. Actuals
FD 12	11,600	5,718	13,297	-	81,640	-	-
FD 11	13,261	69,187	79,502	99,577	92,239	216,710	225,328
Total	24,862	74,905	92,799	99,577	173,878	216,710	225,328

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020**

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus 2018/19 & 2019/20 & 2020/21 cost of living adjustments (COLA).

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2014/15	28,688.93	28,908.08	28,908.08	0.76%
2015/16	28,908.08	28,901.64	28,901.64	-0.02%
2016/17	28,901.64	27,517.31	28,901.64	-4.79%
2017/18	28,901.64	29,378.53	29,375.93	1.65%
2018/19	P3 29,375.93	25,925.52	28,068.86	-11.75%
2019/20	P1 28,068.86	28,198.47	Unknown	0.46%

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The state budget proposes .50% systemwide growth funding, 2.29% COLA, and no base allocation increase. The effects of the SCFF on our budget is not fully known at this time. The components will now remain at 70/20/10 split with COLA added each year. Any changes to our funding related to the new formula will be incorporated when known.

Projected COLA of 2.29%	\$4,003,793
Projected Growth/Access	\$0
Projected Base Allocation Increase	\$0
Apportionment Base Incr (Decr) for 2020/21	<u>\$4,003,793</u>

2020/21 Potential Growth at 0.5% 28,209

C. Education Protection Account (EPA) funding estimated at \$26,437,430 based on 2019/20 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$153 per FTES (\$4,414,163). Restricted lottery at \$54 per FTES (\$1,557,940). (2019/20 @ P1 of resident & nonresident factored FTES, 28,850.74 x \$153 = \$4,414,163 unrestricted lottery; 28,850.74 x \$54 = \$1,557,940.) Increase of about 9%.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$575,927 (2019/20 @ Advance). Slight decrease.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2019/20 @ Advance of \$278,496. Slight decrease.

H. Mandates Block Grant estimated at a total budget of \$869,923 (\$30.85 x 28,198.47). Slight increase. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,400,000. (SAC \$2,400,000, SCC \$1,000,000) - Unchanged.

J. Interest earnings estimated at \$1,400,000. Unchanged.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$407,680. Unchanged.

L. Apprenticeship revenue estimated at \$3,159,472. Unchanged.

M. Scheduled Maintenance/Instructional Equipment allocation. \$7.6 million in state budget. Our allocation is estimated \$190,000.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020**

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing a Cost of Living Allowance (COLA) of 2.29%. Any collectively bargained increased costs will be added to the budget. The estimated cost of a 1% salary increase is \$1.80 million for all funds. The estimated cost of a 1% salary increase is \$1.43 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.69 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$546,816 CSEA approximate cost \$641,986, Management/Other approximate cost \$497,529) For all funds, it is estimated to = \$2.42 million (FARSCCD = \$642,315, CSEA = \$1,007,254, Management/Others = \$766,088) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2021 is estimated at 3.5% for an additional cost of approximately \$646,936 for active employees and an additional cost of \$279,138 for retirees, for a combined increase of \$926,074 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$976,180
State Unemployment Insurance local experience charges are estimated at \$250,000 (2019/20 budgeted amount). Unchanged. CalSTRS employer contribution rate will increase in 2020/21 from 17.10% to 18.40% for an increase of \$1,253,020.
(Note: The cost of each 1% increase in the STRS rate is approximately \$740,000.)
CalPERS employer contribution rate will increase in 2020/21 from 19.721% to 22.80% for an increase of \$1,125,548.
(Note: The cost of each 1% increase in the PERS rate is approximately \$390,000.)
- E. The full-time faculty obligation (FON) for Fall 2020 has not been calculated at this time. The District will recruit to replace 13 faculty vacancies. SAC is recruiting for 6 positions. SCC is recruiting for 7 positions. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$154,847. Penalties for not meeting the obligation amount to approximately \$80,250 per FTE not filled.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/20 for hourly faculty is \$1,455. Increase of \$56 per LHE.
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Actuarially Determined Contribution (ADC) as of July 1, 2020 is estimated to be \$10,224,861. The District will therefore decrease the employer payroll contribution rate of 2.75% to 1.10% of total salaries. This reduction provides a savings of \$1,899,032 to the unrestricted general fund and \$2,483,330 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:

Ellucian increased contract cost	\$ 400,000
Data Integrity Specialist	\$ 200,000
- M. Child Development Fund - The District will continue to budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan. (\$140,000 each year was transferred since 2014/15 and expected again in 2020/21)
- N. Estimated annual cost of Santiago Canyon College ADA Settlement expenses of \$2 million from available funds.
- O. Round One budget reductions totalling \$3 million are being made for this tentative budget due to State Budget uncertainty.

Rancho Santiago Community College District
Unrestricted General Fund Summary
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula (see note below)		
B	COLA 2.29%	\$4,003,793	
B	Growth	\$0	
B	State Augmentation	\$0	
D	Unrestricted Lottery	\$352,286	
H	Mandates Block Grant	\$77,096	
I	Non-Resident Tuition	\$0	
J	Interest Earnings	\$0	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	(\$53,641)	
	Total	\$4,379,534	\$0
	<u>New Expenditures</u>		
B	Salary Schedule Increases/Collective Bargaining 4.00%	\$5,710,477	
C	Step/Column	\$1,686,330	
D	Health and Welfare/Benefits Increase (3.5%)	\$926,074	
D	CalSTRS Increase	\$1,253,020	
D	CalPERS Increase	\$1,125,548	
E	Full Time Faculty Obligation Hires	\$0	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	\$0	
G	Decreased Cost of Retiree Health Benefit ADC	(\$1,899,032)	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$0	
L	Other Additional DS/Institutional Costs	\$600,000	\$0
N	SCC ADA Settlement Costs	\$0	\$2,000,000
O	Round One Budget Reductions	(\$3,000,000)	
	Total	\$6,627,417	\$2,000,000
	2020/21 Budget Year Unallocated (Deficit)	(\$2,247,883)	
	2019/20 Structural Unallocated (Deficit)	\$1,809,582	
	Savings Faculty replacement budget at VI-12	\$590,360	
	Savings 2019/20 all employees - budgeted vs actual		
	Total Net Unallocated (Deficit)	\$152,059	(\$2,000,000)

In addition, as both college budgets for adjunct faculty have been underbudgeted in total by approximately \$6.5 million, the colleges need to appropriately fund adjunct faculty costs tied to the class schedules offered and prior year actual costs when adjusted for new full-time faculty hired.

* Reference to budget assumption number



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Santa Ana College • Santiago Canyon College

May 3, 2017

Dr. Dianne G. Van Hook
Chancellor
College of the Canyons
26455 Rockwell Canyon Rd.
Santa Clarita, CA 91355

Dear Chancellor Van Hook:

Rancho Santiago Community College District (the “District”) would like to take advantage of the support made available by the Institutional Effectiveness Partnership Initiative (IEPI) through its provision of Partnership Resource Teams.

The District performs well in the areas of fiscal management and accountability, resource development and annual planning. The District has been successful in integrating a comprehensive shared governance structure whereby students, faculty, staff and administrators are all an integral part of the budget allocation process. However, irrespective of district-wide stakeholder participation, the district’s internal multi-college Budget Allocation Model (BAM) has not provided the financial stability anticipated.

In 2008, both of the District’s colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), were visited by ACCJC accreditation teams in the normal accreditation cycle. During their visit, the teams noted that the District’s budget allocation model had not been annually reviewed as to its effectiveness. The model had been developed ten years prior when the District transformed into a multi-college district. The visiting team recommended review of the existing model and a District-wide workgroup was tasked with its review as well as evaluating models from other multi-campus districts throughout the state. After reviewing various models, the workgroup ultimately determined that a revenue allocation model, as opposed to an expenditure allocation model, would provide the greatest financial stability and flexibility to both campuses.

The District’s new BAM, based primarily on the SB 361 apportionment-funding model used for all California Community College Districts, was first implemented in FY 2011-2012. The BAM credits the colleges for earned revenues (campus size base allocations and FTES) after paying for district services and institutional costs based on their proportionate share of their funded FTES. Since its implementation five years ago, the BAM has provided an opportunity for the various District stakeholders to annually review, assess, recommend and make modifications as required to meet its various goals. Unfortunately, the District and its colleges continue to struggle to address the financial issues unique to each of the colleges, which have been partly caused by decreasing enrollment and revenue. Further, the BAM has created an unhealthy “zero-sum game” environment between district operations, SAC and SCC since, in order for one budget center to gain, another must lose.

BOARD OF TRUSTEES:

Claudia C. Álvarez • Arianna P. Barrios • John R. Hanna • Zeke Hernandez • Lawrence “Larry” R. Labrado • Nelida Mendoza • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

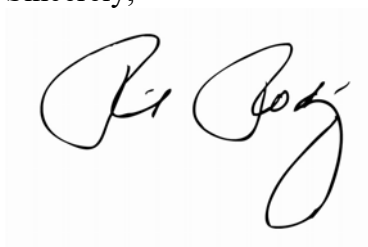
Dr. Dianne G. Van Hook
College of the Canyons

May 3, 2017
Page 2

The District would like to develop a task force to review and evaluate its internal multi-college budget allocation model, enrollment management plans, and our strategic plans in order to determine where they can be improved to meet the goals of the District and its colleges. We would like to invite a Partnership Resource Team, comprised of experts in these three areas to meet with our various constituent representatives, review the BAM and its processes and make recommendations to improve our enrollment management and strategic plans.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Rodriguez", written in a cursive style.

Raul Rodriguez, Ph.D.
Chancellor



More Detailed Treatment of Area of Focus

Original Letter of Interest Area of Focus	More Detailed Treatment of Area of Focus
<p>Budget Allocation Model (BAM)</p> <p>Develop a task force to review and evaluate the district’s budget allocation model to determine where it can be improved to meet the goals of the district and its colleges.</p>	<p>What constitutes best practices in multi-college district revenue allocation models?</p> <p>How do we best align the goals of our enrollment management plans and strategic plans with the BAM?</p> <p>What are best practices to evaluate the effectiveness of previous year allocations?</p> <p>We need to assess how other multi-college districts apply a factor to compensate for economies of scale between/among small and large campuses.</p> <p>We need an assessment of our district’s staffing ratio to determine staffing loads.</p> <p>What mechanisms exist to measure whether services should be provided at the local or central level?</p> <p>What benchmarks can be used to identify effective allocation of resources?</p>

<p>Enrollment Management Plans</p> <p>Develop a task force to review and evaluate each of the college's enrollment management plans to determine where they can be improved to meet the goals of the district and its colleges.</p>	<p>What constitutes best practices in enrollment management?</p> <p>How do we develop enrollment management plans that reflect our service area needs and demographic trends?</p> <p>How do we develop enrollment management systems to monitor and evaluate the efficacy of our enrollment planning, scheduling plans and outcomes?</p> <p>How do we integrate our marketing and retention strategies with our enrollment management plans?</p> <p>How can enrollment management help us determine which programs should continue?</p> <p>What is the District role's in enrollment management given the two colleges' autonomy?</p> <p>How do we align district-wide planning with our enrollment management plans?</p> <p>How do we align our enrollment management plans with student support services planning?</p> <p>How can we maintain a viable enrollment management process that will continue working even when there are leadership changes and staff turnover?</p> <p>How can we integrate tools like predictive analytics to enhance efficient scheduling based on projected student demand?</p> <p>What resources or tools can we access to provide enrollment forecasting methodologies?</p> <p>What models exist that incorporate multiple variables (historical enrollment data, local economic conditions, demographic trends, etc.) for the purpose of forecasting?</p> <p>How can we incorporate predictive analytics for enrollment management purposes?</p> <p>What is the District role's in enrollment management given the two colleges' autonomy?</p>
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<p>Strategic Plans</p> <p>Develop a task force to review and evaluate the district's strategic plans to determine where they can be improved to meet the goals of the district and its colleges.</p>	<p>What constitutes best practices in strategic planning?</p> <p>How do we evaluate priorities in our strategic plans considering increasing expenses and declining revenues?</p> <p>How do we align our strategic plans with changing student needs and demographics in our service area?</p> <p>What are best practices in the development of systems to monitor and evaluate the effectiveness of our strategic planning?</p> <p>How do we develop strategic plans that allow us to compete with emerging models in higher education while keeping the essential components of the community college model?</p>
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INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Partnership Resource Teams
Summary of Initial Visit
 Date of Visit: October 20, 2017

Name of Institution: Rancho Santiago Community College District

Partnership Resource Team Members: David El Fattal (Lead), Teresa Brown, Kris Clark, Hannah Lawler, Jan Muto, Don Palm

Area of Focus	Institution's Point Person or Group, If Known	Heard during the Visit: Institutional Activities Underway	Heard during the Visit: Ideas Expressed by the Institution	Other IEPI Resources Needed?
Enrollment Management	Enrique Perez	<ol style="list-style-type: none"> 1. All aspects of enrollment management have experienced a renewed emphasis and culture shift across the district for the past 3-4 years <ol style="list-style-type: none"> a. SAC and SCC have current EM plans b. EM is a participatory governance committee at SCC, co-chaired with faculty c. The functioning of an EM committee at SAC is presently being discussed with academic senate d. Stakeholders have improved awareness of the role of non-credit as well as the potential for non-credit integration and pathways 2. Outreach has dramatically advanced <ol style="list-style-type: none"> a. SCC launched a First Year Support Center as a one-stop for all students, designed for student services and instructional support b. SCC has implemented Summer Advantage Academy c. Implemented an aggressive email campaign d. Issuing Student Success Certificates e. Contacting PELL students before or right after term starts f. SAC has introduced a one-unit orientation course to re-engage older students g. Dual enrollment has been expanded with a single dean aligned to a high school 3. Scheduling <ol style="list-style-type: none"> a. SAC has had a quick expansion of class offerings b. SCC has been aggressive in adding sections c. Low enrolled sections are switched to late start or online d. Working closely with counseling to make sure the correct sections are added to serve student needs 	<p><u>Planning/Marketing/Outreach</u></p> <ol style="list-style-type: none"> a. With a natural demographic reduction in the K-12 student population, how can we better serve older adult students? Must maintain focus on HS feeders but also emphasize PT adults b. We need to balance our focus and efforts between FT and PT students, with an increased emphasis placed on FT students; challenge: part-time students are working more rather than attending full-time c. Colleges are analyzing student demand for more online courses d. Need a bigger picture to coordinate especially across programs e. Guided Pathways can help enrollment, retention and success f. The colleges collaborate across the district but must work more closely in determining what, when and how we push out to students g. We need to improve operational/financial efficiencies in relation to serving and supporting our existing student base while also reaching out to new segments of students to broaden and grow our base of students h. A broader enrollment communications plan should be considered; marketing should be ongoing and sustained <p><u>Operations</u></p> <ol style="list-style-type: none"> a. A single dean is aligned to a high school for dual enrollment but a dedicated dean across all disciplines would be preferred b. The district and colleges should improve scheduling efficiencies by maintaining common measures and processes as metrics that focus on the "right thing" c. EM at SAC does not yet utilize participatory governance d. District office has been involved in EM in the past, but not presently 	<ul style="list-style-type: none"> • IEPI – Community of Practice for Strategic Enrollment Management and Applied Solution Kit (ASK) for Strategic Enrollment Management, when available

Area of Focus	Institution's Point Person or Group, If Known	Heard during the Visit: Institutional Activities Underway	Heard during the Visit: Ideas Expressed by the Institution	Other IEPI Resources Needed?
		4. Both colleges are rebranding	<u>Technology</u> a. We need tools to better manage enrollment: find rooms, faculty, etc. b. Technology needs to be improved as it is overly cumbersome to confirm whether sections were added c. Technology should allow for real-time updates, rather than a 24-hour lag d. How can we incorporate predictive analytics into our daily operations?	
Budget Allocation Model	Enrique Perez	1. Existing BAM has been a consistent roadmap to allocate revenue and was developed with the mindset of a FTES growth paradigm 2. BAM empowers colleges to manage and control their budgets and also allows colleges to keep carryover 3. The mechanics of the BAM work and stakeholders understand how the model functions 4. A districtwide committee evaluates BAM annually and recommends revisions, when necessary	a. Existing BAM was developed with the mindset of a FTES growth paradigm but is less helpful during periods of declining FTES b. BAM forces the colleges and district operations to compete with each other for finite resources c. The BAM is widely accepted and there is not an expressed request for an alternative BAM. Nonetheless, "when one college is continually operating at a deficit, the model is not working" d. Stakeholders expressed a desire to know what industry-accepted standard baseline cost metrics exist, if any. For example, how much does it cost to: 1. operate a college? a small college? 2. produce a FTES? 3. run a class (FT, PT, overload)? Also, what is the minimum enrollment necessary to run a class? 4. operate each program? 5. pay for total cost of ownership? 6. provide district services? 7. staff according to staffing formulas? 8. provide college-based human resources, purchasing and/or IT services? e. Colleges want increased budget transparency and to better understand what district costs are and how district costs get allocated. Stated concerns include: 1. the district cost that is allocated to each college changes annually based on the changing ratio of FTES between colleges 2. deficit budgets are communicated and cause related employee/organizational distress, then later become surplus budgets 3. workload and work processes are sometimes pushed to the colleges without a commensurate level of funding f. External to the BAM framework, there is an expressed desire to improve budget-related processes, deadlines and communication at the colleges and between the district and colleges g. The budget should be based on the strategic plan(s)	

Area of Focus	Institution's Point Person or Group, If Known	Heard during the Visit: Institutional Activities Underway	Heard during the Visit: Ideas Expressed by the Institution	Other IEPI Resources Needed?
Strategic Planning	Enrique Perez	<ol style="list-style-type: none"> 1. <u>Plans</u> <ol style="list-style-type: none"> a. As a district, comprehensive plans exist that utilize data metrics, ongoing assessment, etc. b. Strategic plans are updated every three years, and evaluated in years 2 and 3 c. Colleges set their plans, which roll-up to the district's plans 2. <u>Planning Processes</u> <ol style="list-style-type: none"> a. Planning, in general, is a highly collaborative process amongst colleagues across the district. District and colleges work together, not competitively b. Internal and external scans about changing student demographics are conducted c. District staff has met with corporate leaders and is establishing its leadership role with business and industry leaders d. Planning at the college level has included focus groups for evening students e. Planning is not stagnant but actually results in implementation of ideas and actions such as intersession f. Planning drives resource allocation, and the funding of initiatives is trackable to the plan (e.g., professional growth, technology, etc.) 3. <u>Data</u> <ol style="list-style-type: none"> a. Stakeholders have begun to routinely utilize and dissect data to drive discussions (e.g., the data indicates less demand for ESL or more demand for CTE) and guide actions/initiatives b. Research staff is also now on campus and can drill down on data to supplement district-led analyses c. SAC has built data dashboards and is utilizing data for real-time analysis 	<ol style="list-style-type: none"> a. Strategic planning has the right tools and processes b. College plans finally have teeth c. Plans should be guideposts for action and need to allow for more nimble adjustments d. The planning process should feel like it is important and provides real institutional value, rather than a perfunctory task that "someone has to do" e. Linking of all plans is a work in progress; there is a small disconnect between plans f. Do the college plans align to the district plan or vice versa? g. More than just the steadfast employee leaders should become engaged in planning activities. How can this be accomplished? h. Data mining standards are not fully defined but need to be i. Stakeholders are not aware of all plans; increased communication may help 	



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

**Institutional Effectiveness Partnership Initiative
 Partnership Resource Teams
 Institutional Innovation and Effectiveness Plan**
 Date: revised 06-26-19 PJH

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of Districtwide Goals to College Master Plan Activities	POE	April 2019	<ol style="list-style-type: none"> POE establishes sub-committee to work on matrix Subcommittee creates, refines, and obtains approval of matrix Disseminate information district-wide 	<ol style="list-style-type: none"> Subcommittee set Matrix created and approved Matrix disseminated 	<ul style="list-style-type: none"> Completed
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	May 2019	<ol style="list-style-type: none"> Set date for retreat Invite all participatory governance committees Develop communication plan to disseminate information on retreat (purpose, etc.) Hold retreat Document and disseminate results Incorporate findings into planning processes at DO, SAC, and SCC 	<ol style="list-style-type: none"> Date set Invitations issued Communication plan finalized Retreat held Results disseminated Retreat findings incorporated into all three planning processes 	<ul style="list-style-type: none"> Completed
A. Strategic Planning	3. Update Function Map	POE	September 2019	<ol style="list-style-type: none"> POE establishes sub-committee to work on updates Subcommittee updates and obtains approval of updates Disseminate information district-wide 	<ol style="list-style-type: none"> Subcommittee set Function map updated and approved Function map disseminated district-wide 	<ul style="list-style-type: none"> Colleges are reviewing document with edits from SAC/SCC/DO. Final edit will go to POE next meeting (Juy/August) and then DC (Sept).

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	4. Identify and Address Gaps Between 2019-22 Districtwide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	December 2019	<ol style="list-style-type: none"> 1. Establish DO/SAC/SCC committee to identify gaps 2. Committee identifies gaps, and recommends approaches to addressing them 3. Applicable committees address the identified gaps 4. Conduct new environmental scan if committee determines necessary 	<ol style="list-style-type: none"> 1. Committee set 2. Gaps identified and recommendations made to applicable committees 3. Gaps addressed by committees and progress report made to DC 4. New environmental scan conducted (if needed) 	<ul style="list-style-type: none"> • Will conduct after approval of RSCCD 2019-22 Strategic Plan
B. Enrollment Management	1. Clarify DO role in Enrollment Management	District Council	November 2019	<ol style="list-style-type: none"> 1. Establish committee 2. Discuss in DC, POE and district curriculum committee 3. Delineate, document, and disseminate DO role 4. Incorporate DO role as applicable into college and district enrollment management planning processes 	<ol style="list-style-type: none"> 1. Committee set 2. Discussions completed 3. DO role in EM district-wide disseminated 4. DO role incorporated 	
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	December 2019	<ol style="list-style-type: none"> 1. Begin conversation at POE as to: <ol style="list-style-type: none"> (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? 2. Develop multi-pronged approach (more than just software). Determine what other district-wide systems / processes need to be improved / changed. 3. Connect with other colleges on what software has worked for them. 4. Identify and meet with vendors 5. Select, obtain, install, test, and implement software 6. Implement other changes in EM processes as needed 7. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Conversations completed 2. Multi-pronged approach developed; determination made 3. Communications with other colleges completed and information provided to POE. 4. Vendor meetings completed 5. Software obtained and implemented 6. Other necessary changes to EM processes implemented 7. Schedule for ongoing evaluation and improvement set 	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	June 2019	<ol style="list-style-type: none"> 1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set 	
C. Budget Allocation Model	<ol style="list-style-type: none"> 1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs. 	FRC	Fall 2018	<ol style="list-style-type: none"> 1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service. 	<ol style="list-style-type: none"> 1. Consultant contracted - completed 2. Discussions with FRC / DC completed - ongoing 3. Discussions with stakeholder unions completed –ongoing discussions with stakeholders through FRC and DC 4. Internal reviews completed and recommendations made to DC - ongoing 5. Minimum funding identified – minimum funding allocation to colleges based on ever changing SCFF model. 	<ol style="list-style-type: none"> 1. Consultant Board approved on Sept. 24, 2018 meeting. 2. Discussions in FRC/DC on-going 3. Continuing discussions and modeling based on ever changing SCFF Model.

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	<ol style="list-style-type: none"> 1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Consultant contracted - completed 2. Review and study conducted, and findings documented - ongoing 3. Discussions completed – continuing due to SCFF model changes 4. Recommendations made - TBD 5. Implementation approach and schedule finalized - TBD 6. Improvements implemented according to schedule - TBD 7. Schedule for ongoing evaluation and improvement set – continuous as SCFF model changes 	<ol style="list-style-type: none"> 1. Consultant Board approved on Sept 24, 2018. 2. Due to the instability and continuous changes of the new SCFF statewide, we continue to adjust our internal draft BAM models. Unfortunately, we will not be able to recommend or finalize an internal revenue allocation model until the statewide SCFF model is stable. 3. FRC has decided to continue to utilize the old SB361 FTES revenue allocation model in 2018/19 and for the 2019/20 budget years.
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	<ol style="list-style-type: none"> 1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set 	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	\$100,000
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	\$60,000
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	\$30,000
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	\$10,000
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name: Raul Rodriguez, Ph.D.	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President, Santa Ana College <i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Monica Zarske	
Signature or E-signature:	Date:
Academic Senate President, Santiago Canyon College <i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Michael DeCarbo	
Signature or E-signature:	Date:

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 2
Board of Trustees

AR 2710 Conflict of Interest

References:

Government Code Sections 87105 and 87200-87210
Title 2 Sections 18700 et seq.
2 Federal Code of Regulations Part 200.318(c)(1) and other citations as listed below

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be

made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1)

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

Training

The Chancellor shall insure that the Board of Trustees receive annual training on Board Policy/Administrative Regulation 2710 – Conflict of Interest.

Adopted: February 10, 2014
References Updated: November 7, 2016
Revised: xxxxxxxxxx, 2020

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3821 Gift Ban Policy

Reference(s):

California Code of Regulations, Title 2, Sections 18730 et seq.
California Government Code, 87200 and 54950

Introduction

Board Policy 3821 prohibits designated employees and officers of the Rancho Santiago Community College District from soliciting or accepting gifts from entities or individuals who do business with the District. It is the intent of the policy to prevent undue influence on decisions and recommendations made by designated employees and officers as well as eliminating the appearance of any undue influence. The list of designated employees and officers is contained in Exhibit A of Administrative Regulation (AR) 2712.

Purchasing

The negotiation of either quantity or trade discounts with suppliers for all purchases shall be by the Vice Chancellor of Business Operations/Fiscal Services or his designee only. The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as incentives) that do not accrue directly to the District. Any supplier of goods or services attempting to or providing such incentives shall be subject to the immediate termination of any existing and future purchase order to the supplier. The District will take any and all appropriate actions deemed necessary, including but not limited to referral to local law enforcement authorities.

Exempted Activities

1. Volunteer Service on Non-Profit/Not-for-Profit Boards

It is recognized that the District benefits from community involvement by designated employees and officers. Service on professional and community organizations provide value to the District, its programs and students. In that regard, meals, beverages, and expenses related to attendance at conferences, meetings, planning sessions, etc., which are incidental to service on the board or committee of a non-profit or not-for profit organization, are not considered gifts for the purposes of this Board Policy. Examples of non-profit/not-for-profit organizations include but are not limited to:

- Community Organizations (e.g. chambers of commerce, service clubs, Orange County Human Relations Commission)
- Foundations (e.g. college/district foundations, Community Foundation of Orange, Education Foundation for Orange County Schools, Orange County Hispanic Education Endowment Fund)
- Professional Associations (e.g. Community College League of California, California Community College Trustees, Chief Executive Officers of the California Community Colleges, Association of California Community College Administrators)
- Credit Unions (e.g. SchoolsFirst Federal Credit Union, Comunidad Latina Federal Credit Union)

2. Joint Powers Authorities

The District is a member of joint powers authorities which provide coverage for a wide range of insurance risks including property/liability, workers compensation, and health benefits. These agencies are governed by elected boards and appointed committees which oversee the programs and benefits provided to the member districts. Designated employees and officers who serve on boards and committees of joint powers authorities are authorized to attend meetings, planning sessions, workshops and conferences sponsored by these agencies, which may or may not include sponsored meals, beverages or related activities.

3. Participation in Fundraising Events

The district and college foundations, as well as other community organizations, periodically hold fundraising events (e.g. golf tournaments, recognition dinners, etc.) which designated employees and officers may attend by paying a registration fee with personal funds. Events of this nature may include sponsored meals, beverages or commemorative gifts, which are provided to all persons attending the event are not considered gifts under the provisions of BP 3821.

4. Professional Conferences/Workshops

The District provides funding for designated employees and officers to attend conferences and workshops which focus on professional development. Portions of these conferences, such as meals, refreshment breaks, or commemorative gifts, may be sponsored. The participation of designated employees and officers in these conferences and workshops does not constitute the receipt of a gift under the provisions of BP 3821.

5. District/College Events and Recognition Ceremonies

The District and its colleges periodically hold events and recognition ceremonies (e.g. convocations, service recognitions, employee orientations etc.) which may include food, beverages and/or commemorative gifts that may be sponsored or underwritten by outside organizations. Meals, beverages or commemorative gifts, which are provided to all persons attending the event are not considered gifts under the provisions of BP 3821.

Applicability of California Fair Political Practices Regulations

Some items of value and activities exempted from the definition of gifts for the purposes of BP 3821 may still be subject to disclosure by the designated employee or officer pursuant to the regulations of the California Fair Political Practices Commission. Each designated employee and officer is responsible for maintaining a record of items received during the course of a year that are subject to disclosure on the Annual Statement of Economic Interests (Form 700).

Training

The Chancellor shall insure that the Board of Trustees receive annual training on Board Policy/Administrative Regulation 3821 – Gift Ban Policy.

Adopted: June 15, 2016
Revised: xxxxxxxx, 2020

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 3
General Institution

AR 3501 Campus Security and Access

References

34 Code of Federal Regulations Section 668.46(b)(3);
ACCJC Accreditation Standard III.B.1

During business hours, the facilities of the District will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all District facilities is by key, if issued, or by admittance via the District Safety and Security Department. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. Students, faculty and staff may be asked to produce identification if there is a question about authorization to be in a specific area on campus. All District employees will be required to obtain a District issued identification card that can also serve as an access control card for those buildings with doors that have electronic access card readers.

Persons who need to be in campus buildings or areas after regular hours should obtain approval from supervisors and notify ~~the Campus S~~safety department of their presence during off-hours. Students may not use facilities after hours unless supervised by authorized staff.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the District Safety and Security Department, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the District Safety and Security Department, Risk Manager and college Vice Presidents of Administrative Services shall meet to discuss campus security and access issues of pressing concern.

The distribution of keys and key records for buildings shall be the responsibility and maintained by the District Safety and Security office for all district owned facilities and buildings at each college and districtwide. Procedures for secure storage, issuing, returning and monitoring keys shall be established.

All keys for new equipment and furniture are to be the responsibility and maintained by the campus Administrative Services office. Keys for equipment and furniture are to be turned in to the Administrative Services office to maintain control and accurate records.

Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Facility Planning, District Construction, District Safety and Security and Support Services office to insure integrity of the entire system. Districtwide standards for key systems and access control systems will be established.

~~The~~ District Safety and Security ~~Department is are~~ committed to maintaining a safe and secure campus. Keys and access control devices are provided to staff members by ~~campus services~~ the District Safety and Security Department on a need-to-enter basis when approved by the appropriate supervisor in accordance with the key distribution procedures attached herein. Lost keys and access control ~~devices cards~~ must be reported immediately to the supervisor and to ~~campus services~~ the District Safety and Security Department. Payment for lost keys/access control cards may be required. Keys and access control ~~devices cards~~ may not be loaned to other staff or to students. District safety officers will confiscate any keys or access control cards in the possession of unauthorized persons. District keys may not be duplicated. District property may not be removed from district facilities without authorization. Misuse, abuse, lost keys, lost access control cards and non-compliance with the key distribution procedures may result in disciplinary action of employees. The key distribution procedures and forms are attached herein and shall be updated as needed by the District.

~~The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff performs routine preventive maintenance programs, including monitoring lighting systems, fire extinguishers and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the District Safety and Security at 714-564-6331.~~

Custodial and security staff secure doors and windows, and perform periodic inspections daily to spot and mitigate safety hazards. Life safety, intrusion alarms, video surveillance systems, and access control systems are installed at various facilities and are monitored and inspected by safety ~~staff and by outside alarm companies~~ personnel.

Adopted: August 31, 2015
Revised: xxxxxxx, 2020

Rancho Santiago Community College District KEY AND ELECTRONIC ACCESS CONTROL PROCEDURE

- I. **Purpose:** To ensure the safety, security, and accessibility for students, employees, and visitors of Rancho Santiago Community College District (“RSCCD” or “District”) by implementing key and electronic access control practices in accordance with Board Policy and Administrative Regulation 3501. Safety shall supersede convenience.

- II. **Definitions:** Refer to *Appendix A*.

- III. **Applicability:** This procedure is applicable to all RSCCD property and employees.

- IV. **Procedures:**
 - A. **Maintaining Security:**
 1. RSCCD mechanical keys, electronic access control cards and/or electronic fobs (“access credential”) are property of the District and shall be surrendered in accordance with Section IV.F below.
 2. The District generally maintains a locked door policy to enhance personal safety for all members of the RSCCD community and secure the moveable physical assets of the District. The locked door policy will ensure spaces are able to achieve lock down in an expedient fashion to safeguard the occupants against any unwelcome intruders. Locked door policy is further defined as follows:
 - a. All perimeter building entry doors and restrooms shall be unlocked by Maintenance & Operations and remain unlocked during business hours.
 - b. Where emergency lockdown devices are present, doors shall remain locked at all times and emergency lockdown device shall be engaged to ensure an expedient lock-down can be achieved.
 - c. Where access control and emergency buttons are present, doors may remain unlocked while in use and relocked upon completion of use. If desired, doors could be set to an automatic schedule tied to course scheduling and/or hours of operation.
 3. Employees are expected to obtain authorization for assignment of their own access credential(s) to maintain proper access to required buildings. Employees shall ensure any keyed entry into a space opened by said employee is secured after entering or exiting to prevent unauthorized entry.
 4. RSCCD personnel who have been granted access credentials shall keep them in a safe and secure place before, during, and after work. Storing issued keys in an unsecured work area (desk, cabinet, closet, etc.), in other unsecured areas, or in personal or District assigned vehicles is unacceptable due to high risk of theft.
 5. Access credentials shall not be duplicated or modified by anyone other than

authorized personnel. California Penal Code Section 469 states,

“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.”

6. To protect the integrity of District sites, access credentials assigned to employees or contracted personnel shall not be loaned, signed-out, or transferred to anyone including other employees, students, volunteers, contractors, or vendors.
7. Managers shall ensure that any personnel on an extended absence from work (20 working days or more) such as sick leave, leave of absence, industrial accident, or any other approved leave of absence, returns their mechanical key(s) into the site’s associated District Safety and Security Office for safe storage until the employee returns to work.

B. Responsibilities: Refer to *Appendix B*.

C. Mechanical Keys:

1. Maintenance and Operations, Information Technology Services, Facilities Planning, District Construction and Support Services, and District Safety and Security personnel may check out mechanical keys on a daily basis, as needed. Keys shall be returned to a secured District approved drop box within each department upon completion of the employee’s shift. Each of the above supervisors within each department are responsible to inventory daily and ensure proper return of mechanical keys at their associated site(s).
2. All master mechanical keys, (AL-1 through AL-4), must be accounted for and inventoried annually by the site’s associated District Safety and Security Office and reported to the Chief of Safety & Security.
3. Any personnel that are assigned an AL-2 (G-GM) mechanical key shall keep the key(s) tethered to them on a lanyard or a clip and chain.
4. Mechanical key cutting requirements:
 - a. All blank, uncut keys, key machine vise jaw, and any hardcopy key records shall be stored in a locked safe within the associated site’s District Safety and Security Office. Access to the safe shall be limited to the site Lieutenant of Safety and Security and the Chief of Safety and Security. Lock and Access Technician shall not have direct access to open the safe.
 - b. District Safety and Security Office shall maintain a log of each key cut with the following information 1) date, 2) requester's name, 3) quantity, 4) key stamp, and 5) key code. This log shall be maintained in addition

to the record keeping of the *Access Credential Authorization Forms*.

- c. All broken keys shall be inventoried, kept in a secure location, and then returned to the manufacture for replacement.
- d. All “bad cuts” shall be inventoried, verified by the associated manager of the Lock and Access Technician, and then disposed of.

D. Eligibility:

1. Eligibility for access credentials is determined by business necessity. Access permissions shall be in accordance with *Appendix C*.
2. Chief of Safety and Security (or designee) shall have control to distribute keys as necessary during emergency situations.

E. Process for Issuance of an Access Credential:

1. Receiving any access credential will require a valid form of identification shown to District Safety and Security Office prior to issuance. Employees shall refer to *Appendix D* for additional procedures on issuance of access credential(s).
 - a. All adjunct faculty will be required to return their mechanical keys at the end of their assignment.
2. Contractors and vendors with a verified work contract with RSCCD shall have a District employee submit an approved *Vendor Access Credential Authorization Form 2*. Refer to *Appendix E* for a copy of the form. Form shall be provided to the District Safety and Security office a minimum of (72) hours prior to receiving access credential(s).
 - a. All access devices shall be returned daily to the District Safety and Security Office upon completion of the work shift. Additional *Vendor Access Credential Authorization Form(s)* will not be required if the access level remains the same and all entities requiring access are listed as designated employees on the approved *Vendor Access Credential Authorization Form 2*.
3. If a request for access credential issuance is approved, all employees shall be subject to section IV.G below.

F. Returning and Collecting Keys:

1. When personnel depart employment, their access credentials are to be returned to the site’s corresponding District Safety and Security Office prior to departure. A receipt will be provided to employee upon return of keys. Human Resources will require receipt for proof of return as a condition of final exit interview and completion of returning District property.
2. For personnel changing positions, moving to a new office, etc. a new Access Form shall be provided in accordance with Section IV.E above. New access credentials will only be issued after the originally issued access credential(s) is returned to the District Safety and Security Office.

G. Key Loss or Failure to Return:

1. District Safety and Security Office shall be notified if a key is reported lost, stolen, or not returned by employee utilizing the *Lost, Stolen, or Unreturned Access Credential Report Form 3*. Refer to *Appendix E* for a copy of the form.
2. District Safety and Security Office will make a determination if an area needs to be rekeyed due to a missing or lost key. Employees may be assessed a lost key penalty fee and/or may be subject to disciplinary action. Refer to *Lost, Stolen, or Unreturned Access Credential Report Form 3* for applicable fee schedule. New keys will not be issued until assessed fees are paid.
3. Contractors/Vendors: In the event keys are not returned, the contractor/vendor acknowledges and assumes the responsibility of the costs to re-key associated RSCCD property due to key loss. A minimum penalty fee of \$5,000 shall be assessed for any missing or lost master key.

H. Physical Access Control Cards:

1. Access control cards shall be retained through the District Safety and Security Office.
2. Access control cards shall always be used (where access control exists) in lieu of a mechanical key, unless there is failure of the access control system.
3. Although not displayed on the access control card, the access control card has expiration dates registered in the access control system. Scheduling predetermined access control card expiration dates serves as a precautionary security measure that encourages regular evaluation of active/inactive cards. Expiration dates are established as follows:
 - a. Faculty and staff card expiration date is scheduled for two years from the access control card issuance date.
 - b. Contractors/Vendors card expiration date is scheduled based on their contract term.
 - c. Requests for expiration date extension shall be issued to the associated site's District Safety and Security Office utilizing the *Access Credential Authorization Form*.

I. Form Updates:

1. District Safety and Security Office has authorization to update forms as needed.
2. Employees shall download the most current version of the forms on the Employee Intranet under District Safety and Security.

APPENDIX A – DEFINITIONS

Access Control – Control of entry to an area by any means (generally mechanical or electronic).

Access Credential – A mechanical or electronic device, including but not limited to a key, an access ID card or electronic disk (fob), or combination lock that is used to control access to RSCCD facilities or property.

Supervisor – Administrator, dean, or manager that the individual requiring access reports to.

Key Records – includes any key codes and/or pinning records.

Mechanical Key (or Key) – Any mechanical device used to operate a mechanically controlled mechanism for entry to a controlled area. These locks may be individually keyed or operate with a building master key.

Physical Access Control Card – An electronic device (also a District issued ID Badge) used to open/close doors.

Site Administrator – This individual shall review all requests for new access credentials that require master key access (AL-2 through AL-4). The titles responsible at each corresponding site are Vice President of Administrative Services (main campus and associated satellite site(s)); Vice President of Continuing Education (for adult education centers); and Assistant Vice Chancellor of Facility Planning, District Construction and Support Services (District Office and associated satellite site(s)). See Section IV.B, Responsibilities.

APPENDIX B – RESPONSIBILITIES

Employee	Supervisor	District Safety and Security	Maintenance and Operations	Information Technology Services
<ul style="list-style-type: none"> • Shall be the responsibility of all employees to adhere to these procedures • Initiate and secure <i>Access Credential Authorization Form 1</i> approvals • Maintain and secure access credentials • Report stolen, lost, or unreturned access credentials 	<ul style="list-style-type: none"> • Shall open the building areas of responsibility for employees who do not have keyed access. District Safety and Security will back up the manager in cases where the manager is unavailable. • Shall ensure employees are requesting appropriate access levels in accordance with this procedure • Maintain current list of department employees who have active access credential authority for issuance to District Safety and Security upon request 	<ul style="list-style-type: none"> • Administer AR6520 • Monitor and manage functionality of access control system • Access controlled buildings: program and update, as required, automatic lock/unlock schedule for access controlled doors • Provide final approval of all <i>Access Credential Authorization Form 1</i> requests • Input authorized access credentials into access control software • Provide ongoing maintenance and any required repair key core • Mechanical Keys – purchase, store, cut, and issue all keys • Oversee Lock and Access Technician(s) 	<ul style="list-style-type: none"> • Unlock and relock all perimeter doors, gates, and restrooms in accordance with site's hours of operations • Provide ongoing maintenance and any required repair of doors • Provide ongoing maintenance and any required repair of access control devices • Provide ongoing maintenance and any required repair of door hardware (excluding key core) 	<ul style="list-style-type: none"> • Manage virtual server(s) • Assist in providing third party vendors access, when required, to server/software • Create and maintain link between Active Directory and other third party integrations • Provide access control software updates

APPENDIX C – ELIGIBILITY

Type	Access Level	Eligibility to Carry / Use	Approval(s) Required
District Master Great-Great Grand Master (GG-GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AL-1</div> Opens all locks district-wide	Not to be issued or distributed	Not to be issued or distributed
Site Master Great Grand Master (G-GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AL-2</div> Opens all locks within one site	Chancellor; Vice Chancellors; Vice Presidents; Assistant Vice Chancellors; Chief of Safety; Lieutenants; Directors of Physical Plant & Facilities; and Facilities Manager; ITS Directors	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
Building Master Grand Master (GM)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AL-3</div> Opens all locks within one building	Deans; Associate Deans; Directors; Managers; designated M&O, ITS, Facilities, and Safety and Security employees (on a shift basis only)	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
Room Type Master (MK)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AL-4</div> Opens a given group of locks within a building	Employee requiring access to these areas	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)
Unique Room	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AL-5</div> Opens one lock or two or more locks keyed alike (generally within one building)	Employee requiring access to these areas	Supervisor; Division VP or Assistant VC; Site Administrator; and Chief of Safety and Security (or designee)

APPENDIX C – ELIGIBILITY (CONTINUED)

EXAMPLES OF PROPER ACCESS CREDENTIAL DISTRIBUTION:

Non-Access Controlled Buildings:

Scenario A – Faculty member teaching lecture & lab in same building:

1. **Common Area Key** (AL-4)
2. **Lab/Prep Room Key** (AL-4 or AL-5)
3. **Storage Key** (if applicable) (AL-4 or AL-5)
4. **Office Key** (AL-5)

Scenario B – Faculty member teaching lecture in one building and lab in another:

1. **Common Area Key** for BUILDING 1 (AL-4)
2. **Common Area Key** for BUILDING 2 (AL-4)
3. **Lab/Prep Room Key** for BUILDING 2 (AL-4 or AL-5)
4. **Storage Key** (if applicable) (AL-4 or AL-5)
5. **Office Key** (AL-5)

Scenario C – Dean key(s) for each building included in area of responsibility:

1. **Building Master Key** (AL-3)

Scenario D – Administrative Secretary keys:

1. **Common Area Key** (AL-4) for each building included within Division's area of responsibility
2. **Lab/Prep Room Key(s)** (AL-4 or AL-5), as required
3. **Office Key** (AL-4)
4. **Storage Key** (AL-4)

Access Controlled Buildings:

Scenario AA – Faculty member teaching lecture & lab in same building:

1. **Access Control Card** with access credentials to assigned locations in BUILDING 1 including, but not limited to: classrooms, associated lab(s), associated storage/prep, faculty suites, learning centers, conference rooms, etc.
2. **Office Key** (AL-5)

Scenario BB – Faculty member teaching lecture in one building and lab in another:

1. **Access Control Card** with access credentials to assigned locations in BUILDING 1 and BUILDING 2 including, but not limited to: classrooms, associated lab(s), associated storage/prep, faculty suites, learning centers, conference rooms, etc.
2. **Office Key** (AL-5)

Scenario CC – Dean:

1. **Access Control Card** with access credentials to each building included in area of responsibility
2. **Building Master Key** (AL-3) for each building included in area of responsibility

APPENDIX C – ELIGIBILITY (*CONTINUED*)

EXAMPLES OF PROPER ACCESS CREDENTIAL DISTRIBUTION:

Scenario DD – Administrative Secretary:

1. **Access Control Card** with access credentials to each area required within division's n area of responsibility
2. **Office Key(s)** (AL-4)

The following room types shall maintain limited access credential distribution:

- Utility rooms (electrical, mechanical, machine room, etc.)
- Custodial rooms
- MDF / BDF / IDF rooms (ITS network rooms)
- Restrooms
- Building perimeters (unless building is using an access control system)
- Chemical storage rooms
- Cadaver rooms

APPENDIX D – STEPS FOR ISSUANCE OF ACCESS CREDENTIALS

Step	Employee	Supervisor	Division VP / Assistant VC	Site Administrator (see definitions)	District Safety and Security
1.	Fill out <i>Access Credential Authorization Form 1</i> (refer to <i>Appendix E</i> for a copy of the form)				
2.	Email form to Supervisor for signature/approval				
3.		Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520			
4.		Approve or deny request and email to next required reviewer: AL-2 through AL-4 = VP/Assistant VC AL-5 = Chief of Safety and Security	AL-2 through AL-5: Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520		
5.			Issue approved form to Site Administrator or denied form to Supervisor	AL-2 through AL-5: Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520	
6.				Issue approved form to Chief of Safety and Security or denied form to Supervisor	AL-2 through AL-5: Review employee's <i>Access Credential Authorization Form 1</i> and confirm conformance with AR6520
7.					Access Card: Program card and return completed <i>Access Credential Authorization Form 1</i> to employee and Supervisor for their records Mechanical Key: Prepare key within 72 hours and notify employee when available to pick-up

APPENDIX D – STEPS FOR ISSUANCE OF ACCESS CREDENTIALS

Step	Employee	Supervisor	Division VP / Assistant VC	Site Administrator (see definitions)	District Safety and Security
					at corresponding site's Safety and Security office
8.	Pickup mechanical key(s) and/or fobs at corresponding site's Safety and Security office <i>(Electronic access credential will be assigned remotely and do not require ID badge to be brought to Safety and Security)</i>				

APPENDIX E – FORMS

Refer to the subsequent pages for samples of the following forms:

- 1. Access Credential Authorization Form 1 (Employees Only)*
- 2. Vendor Access Credential Authorization Form 2*
- 3. Lost, Stolen, or Unreturned Access Credential Report Form 3*

The most current version of the forms to be used are available on the Employee Intranet under District Safety and Security.



SANTA ANA
COLLEGE



Santiago
Canyon
College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ACCESS CREDENTIAL AUTHORIZATION FORM (EMPLOYEES ONLY)

Requester's Information	
PRINT: _____ <i>Last Name, First Name, M.I</i>	DATE: _____
TITLE: _____	E-MAIL: _____
DEPT: _____	PHONE: _____
EMPLOYEE ID: _____	ID BADGE #: _____
REASON FOR REQUEST: <input type="checkbox"/> New Employee	<input type="checkbox"/> Replace Defective Access Credential <input type="checkbox"/> New Space
<input type="checkbox"/> Existing Employee	<input type="checkbox"/> Replace Lost Access Credential <input type="checkbox"/> Other: _____
<i>Check all that apply</i>	<i>Please specify</i>
RECIPIENT'S STATUS: <input type="checkbox"/> Staff	<input type="checkbox"/> Full-Time <input type="checkbox"/> Other: _____
<input type="checkbox"/> Faculty	<i>Please specify</i>
<input type="checkbox"/> Part-Time	

Areas Requiring Access									
SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY			SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY		
		Key Number	Key Code	Access Level			Key Number	Key Code	Access Level

I understand that by signing this form, I agree to the terms and conditions of Board Policy and Administrative Regulation 6520, and Key and Electronic Access Control Procedures including, but not limited to:

- 1) A receipt will be provided to employee upon return of keys. Human Resources will require receipt for proof of return as a condition of final exit interview and completion of returning District property. Refer to Section IV.F, Returning and Collecting Keys of Key and Electronic Access Control Procedures).*
- 2) District Safety and Security Office shall be notified if a key is reported lost, stolen, or not returned by employee utilizing the Lost, Stolen, or Unreturned Access Credential Report Form.*
- 3) Employees may be assessed a lost key penalty fee. Penalty fees to be assessed are as follows: AL-2 = \$150; AL-3 = \$100; AL-4 = \$50; AL-5 = \$25; Cabinet Master = \$10; Cabinet File/Desk = \$3. New keys will not be issued until assessed fees are paid. (Refer to Section IV.G, Key Loss or Failure to Return of Key of Electronic Access Control Procedures).*

EMPLOYEE SIGNATURE: _____ **DATE:** _____

UPON COMPLETION OF SIGNATURE, ROUTE FORM TO SUPERVISOR FOR APPROVAL/SIGNATURE.

APPROVAL SIGNATURES		
Supervisor's Signature (REQUIRED FOR ALL ACCESS DEVICES)		
1) _____ <i>Supervisor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Division Vice President or Assistant Vice Chancellor Signature (REQUIRED FOR ALL ACCESS DEVICES)		
2a) _____ <i>Division Vice President or Assistant Vice Chancellor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
2b) _____ <i>Executive Director (only required for Digital Media Center site)</i>	_____ <i>SIGNATURE</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Administrator (REQUIRED FOR ALL ACCESS DEVICES)		
3) _____ <i>VP Admin Services; VP Adult Ed; or Assistant VC Facilities</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
District Safety and Security FINAL Approval (REQUIRED FOR ALL ACCESS DEVICES)		
4) _____ <i>Chief of Safety and Security (or designee) - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECURITY OFFICE USE ONLY		
Issue Date: _____	Processed By: _____	Access Card Expiration Date: _____
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	

Safety and Security shall notify employee when access credential(s) are activated and/or available for pickup.



SANTA ANA
COLLEGE



RANCHO SANTIAGO
Community College District



Santiago
Canyon
College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
VENDOR ACCESS CREDENTIAL AUTHORIZATION FORM

Vendor's Information

PRINT: _____ DATE: _____
Last Name, First Name

TITLE: _____ E-MAIL: _____

COMPANY: _____ PHONE: _____

Additionally Authorized Vendor Personnel for Access Credential(s) *(as required)*

PRINT: _____ PRINT: _____
Last Name, First Name *Last Name, First Name*

PRINT: _____ PRINT: _____
Last Name, First Name *Last Name, First Name*

PRINT: _____ PRINT: _____
Last Name, First Name *Last Name, First Name*

REASON FOR REQUEST: _____
Please specify

Areas Requiring Access

SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY			SITE	DESCRIPTION (Bldg/Room#/Room Type)	SECURITY OFFICE USE ONLY		
		Key Number	Key Code	Access Level			Key Number	Key Code	Access Level

I understand that by signing this form, I agree to the following terms and conditions:

- Contractors and vendors with a verified work contract with RSCCD shall have a District employee submit an approved Vendor Access Authorization Form ("Vendor Access Form").
- Form shall be provided to the District Safety and Security office a minimum of (72) hours prior to receiving access credential(s).
- All access devices shall be returned daily to the District Safety and Security Office upon completion of the work shift. Additional Vendor Access Credential Authorization Form(s) will not be required if the access level remains the same and all entities requiring access are listed as designated employees on the approved Vendor Access Credential Authorization Form.
- In the event keys are not returned, the vendor acknowledges and assumes the responsibility of the costs to re-key associated RSCCD property due to key loss. A minimum penalty fee of \$5,000 shall be assessed for any missing or lost master key.

APPLICANT
SIGNATURE: _____ DATE: _____

Supervisor Responsible for Vendor (REQUIRED FOR ALL ACCESS DEVICES)

PRINT NAME SIGNATURE DATE

District Safety and Security Approval (REQUIRED FOR ALL ACCESS DEVICES)

Chief of Safety and Security (or designee) - PRINT NAME SIGNATURE DATE

APPROVED?
 Yes No

SECURITY OFFICE USE ONLY

Issue Date: _____ Processed By: _____ Access Card Expiration Date: _____
Date Returned: _____ Processed By: _____
Date Returned: _____ Processed By: _____
Date Returned: _____ Processed By: _____



**SANTA ANA
COLLEGE**



**Santiago
Canyon
College**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
LOST, STOLEN, OR UNRETURNED ACCESS CREDENTIAL REPORT FORM**

SECTION A

SITE: _____

TODAY'S DATE: _____

NAME: _____
Last Name, First Name, M.I

DATE OF LOSS: _____

TITLE: _____

DEPT: _____

EMPLOYEE ID: _____

DISTRICT EMPLOYEE ID BADGE #: _____

CREDENTIAL WAS: LOST STOLEN UNRETURNED (skip Section B)

SECTION B - DESCRIPTION OF INCIDENT

Where were the keys at the time of loss? _____

Please describe the circumstances in which the keys were lost or stolen?

Was incident reported to any authorities - local agency (police, sheriff) or Campus Safety? YES NO

Police/Sheriff Report No.: _____ Campus Safety Incident No.: _____

SECTION C - KEY TYPES

Please complete the chart below and list the key name or number for all keys reported lost or stolen:

Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)

SECTION D - REPLACEMENT FEE FOR LOST, STOLEN, OR UNRETURNED MECHANICAL KEY

Key Type	Cost Per Key	# of Keys Replaced	Subtotal
AL-2	\$ 150.00	x	=
AL-3	\$ 100.00	x	=
AL-4	\$ 50.00	x	=
AL-5	\$ 25.00	x	=
Cabinet Master	\$ 10.00	x	=
Cabinet File/Desk	\$ 3.00	x	=
Total Fee:			

SECTION E - SUBMITTER'S SIGNATURE (Not required to be submitted by the employee indicated in SECTION A above)

I certify the above is true and correct

NAME: _____
Last Name, First Name, M.I

SIGNATURE: _____ DATE: _____

SECTION F - SAFETY OFFICE USE ONLY

RECEIVED BY: _____
Name

SIGNATURE: _____ DATE: _____

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.rscsd.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

Santa Ana College

GL Project/Departments	GL String	Description	Division	Position: \$1 - \$14,999	Position: \$1 - \$199,999	Position: \$1 - \$999,999	Position: Unlimited
11100	11100	President's Office	President's Office			President	VC, Bus Ops/Fiscal Svcs
11200	11200	Academic Senate	President's Office			President	VC, Bus Ops/Fiscal Svcs
11500	11500	Public Affairs/Gov. Rel Office	President's Office	Student Services, Asst. Dean		President	VC, Bus Ops/Fiscal Svcs
11600	11600	Research Department	President's Office	College Research, Director		President	VC, Bus Ops/Fiscal Svcs
15050	15051-15713	Academic Affairs	Academic Affairs	Academic Affairs, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15051	15051-15053	Academic Affairs Office	Academic Affairs		Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15052	15052	Honors Program	Academic Affairs		Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15054	15054	Distance Education	Academic Affairs	Academic Affairs, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15105	15105-15185	Business Division Office	Academic Affairs	Business Division, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15205	15208 and 15705-15756	Career Ed & Work Dev Office	Academic Affairs	Special Program/CTE, Director	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15305	15305-15390	Counseling Office	Student Services	Counseling Division, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
15410	15410-15440	Kinesiology-Office	Academic Affairs	Kinesiology, Health & Athletics, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15420	15420	Kinesiology-Physical Educ	Academic Affairs	Kinesiology, Health & Athletics, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15505	15505-15565	Fine & Performance Arts Office	Academic Affairs	Fine & Performins Arts, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15605	15605-15690	Humanities & Social Sci Office	Academic Affairs	Humanities & Social Sciences, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15620	15620	English	Academic Affairs	Humanities & Social Sciences, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15713	15713	Distance Education	Academic Affairs	Academic Affairs, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15715	15715-15716	Fire Academy	Academic Affairs	Fire Technology, Assoc. Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15810	15810-15835	Info & Learning Res Office	Academic Affairs	Business Division, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
15905	15905-15915	Library Information Studies	Academic Affairs	Fine & Performins Arts, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
16100	16100-16640	Sci, Math, Health Sci Office	Academic Affairs	Science, Math & HS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
16201	16201	Mathematics	Academic Affairs	Science, Math & HS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
16202	16202	Math Study Center	Academic Affairs	Science, Math & HS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
16300	16300	Success Center	Academic Affairs	Science, Math & HS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
17100	17100-17600	Administrative Services Office	Administrative Services		Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
17200	17200-17600	Custodial	Administrative Services	Physical Plant & Facilities, Director	Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
17300	17300-17600	Grounds	Administrative Services	Physical Plant & Facilities, Director	Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
18100	18100-18300	Continuing Education Division	School of Continuing Education	Instructional & Student Services, Dean	Continuing Education, Vice President	President	VC, Bus Ops/Fiscal Svcs
19100	19100	Student Services Office	Student Services		Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19105	19105	Professional Delopment Office	Student Services	Student Services, Asst. Dean		President	VC, Bus Ops/Fiscal Svcs
19205	19205-19220	A&R Office - Credit	Student Services	Enrollment & Support Services, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19300	19300	EOPS	Student Services	EOPS, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19310	19310	Foster Youth	Student Services	Student Affairs, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19405	19405	Financial Aid Office	Student Services	Financial Aid, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19410	19410	Student Placement	Student Services	Financial Aid, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19505	19505	Special Services Office	Student Services	EOPS, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19521	19521-19530	DSPS Office	Student Services	DSPS, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19530	19530	Health & Wellness Center	Student Services	Student Services, Vice President	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19535	19535	International Student Program	Student Services	Enrollment & Support Services, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19540	19540	Job/Career Placement Center	Student Services	Counseling Division, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19550	19550	Scholarships Office	Student Services	College Advancement, Executive Director	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19560	19560-19565 and 19575	Student Support Services	Student Services	Student Affairs, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19565	19565	Talent Search	Student Services	Academic Talent Search, Director	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19570	19570	Tutorial Center	Student Services	Humanities & Social Sciences, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19580	19580	Sign Language	Student Services	Humanities & Social Sciences, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19585	19585	Study Skills Instruction	Student Services	EOPS, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19605	19605-19620	Student Affairs Office	Student Services	Student Affairs, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19620	19620	School & Community Partnership	Student Services	Student Affairs, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19705	19705-19710 and 19720	Student Development Office	Student Services	Student Development, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19715	19715	Student Learning Center	Student Services	Counseling Division, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19720	19720	Student Activities & Student Life	Student Services	Student Development, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
19725	19725	Veterans Resource Center	Student Services	Special Programs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs

Santiago Canyon College

GL Project/Departments	GL String	Description	Division	Position: \$1 - \$14,999	Position: \$1 - \$199,999	Position: \$1 - \$999,999	Position: Unlimited
20000	20000	SCC	Administrative Services		Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
20349	2034-2039	BSI - 2016	Academic Affairs		Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
20638	2063-2068	BSI - 2017	Academic Affairs		Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
21100	21100	President's Office	Administrative Services		Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
21200	21200	Academic Senate	Administrative Services		Administrative Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
25051	25051-25053	Academic Affairs Off	Academic Affairs	Arts, Humanities, Social Sci, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25054	25054	Distance Education	Academic Affairs	Dean, Institutional Effectiveness, Library & LSS	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25055	2055	Instl Effectiveness/Assessment	Academic Affairs	Dean, Institutional Effectiveness, Library & LSS	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25105	25105-25169	Bus, Math & Sciences	Academic Affairs	Math & Sciences, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25124	25124	Computer Science	Academic Affairs	Business & CTE, Associate Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25131	25131-25134	Ex Sci, Health & Ath	Academic Affairs	Math & Sciences, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25140	25140	Tutoring Center	Academic Affairs	Institutional Effect, Library, LSS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25162	25162	Biology - SCC	Academic Affairs	Business & CTE, Associate Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25205	25205-25260	Career Education Off	Academic Affairs	Business & CTE, Associate Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25305	25305-25390	Humanities & Social	Academic Affairs	Arts, Humanities, Social Sci, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25390	25390	Success Center	Academic Affairs	Institutional Effect, Library, LSS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25405	25405-25424	Lib,Fine/Perf Arts,C	Academic Affairs	Arts, Humanities, Social Sci, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25410	25410	Communications	Academic Affairs	Arts, Humanities, Social Sci, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25421	25421	Art & Design - SCC	Academic Affairs	Business & CTE, Associate Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
25430	25430	Library Services	Academic Affairs	Institutional Effect, Library, LSS, Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
			Academic Affairs	Arts, Humanities, Social Sci, Dean			
27105	27105-27600	Administrative Office	Academic Affairs		Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
28100	28100-28300	Continuing Education	Continuing Education	CE Support Services, Director	Continuing Education, Vice President	President	VC, Bus Ops/Fiscal Svcs
			Continuing Education	Instruction and Student Services, Dean			
			Continuing Education	Adult Education Block, Exec. Director			
			Continuing Education	Instruction & Student Services, Dean			
29050	29050, 29550	Enrollment & Support Services (A&R, Financial Aid, DSPS, Student Health and Wellness)	Student Services	Dean, Enrollment & Support Svcs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29100	29100	Admissions & Records	Student Services	Enrollment & Support Services, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
			Student Services	Admissions & Records, Assistant Dean			
29110	29110	SCC International Student Program	Student Services	Director Special Programs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29200	29200	College Advancement	Student Services		Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29305	29305-29335	Counseling & Student	Student Services	Dean, Couns & Stud Support Svcs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29335	29335	EOPS	Student Services	Dean, Counseling & Student Support Services	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29340	29340	Job Placement	Student Services	Financial Aid, Scholarships & Veterans, Assistant Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29345	29345	Pathways to Teaching	Student Services	Dean, Counseling & Student Support Services	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29365	29365	Student Equity	Student Services	Director of Student Equity	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29400	29400	DSPS	Student Services	Dean, Couns & Stud Support Svcs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
			Student Services	Asst Dean, DSPS			
29500	29500	Financial Aid Office	Student Services	Financial Aid, Scholarships & Veterans, Assistant Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29600	29600	Health & Wellness	Student Services	Dean, Couns & Stud Support Svcs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29700	29700	Outreach	Student Services	Dean, Couns & Stud Support Svcs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
			Student Services	Admissions & Records, Assistant Dean			
29805	29805	American Sign Language - SCC	Academic Affairs	Business & CTE, Associate Dean	Academic Affairs, Vice President	President	VC, Bus Ops/Fiscal Svcs
29905	29905	Student Development	Student Services	Director, Special Programs	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
				Student Development, Associate Dean			
				Director, Special Programs			
29910	29910	Community Services	Continuing Education	Instruction and Student Services, Dean	Continuing Education, Vice President	President	VC, Bus Ops/Fiscal Svcs
29915	29915	Student Activities	Student Services	Instruction & Student Services, Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
29920	29920	Upward Bound	Student Services	Student Development, Associate Dean	Student Services, Vice President	President	VC, Bus Ops/Fiscal Svcs
				Director, Special Programs			

District Office

GL Project/Departments	GL String	Description	Division	Position: \$1 - \$14,999	Position: \$1 - \$199,999	Position: \$1 - \$999,999	Position: Unlimited
51100	51100-51120	Chancellor's Office	Chancellor's Office	Exec. Assistant to the Chancellor		Chancellor	VC, Bus Ops/Fiscal Svcs
51200	51200	Board of Trustees	Board of Trustees	Exec. Assistant to the Board of Trustees		Chancellor	VC, Bus Ops/Fiscal Svcs
52200	52200-52600	Public Affairs/Governmental Relations	Educational Services	Manager, Publications & Electronic Media		VC, Educational Services	VC, Bus Ops/Fiscal Svcs
52500	52500-52600	Publications	Educational Services	Manager, Publications & Electronic Media		VC, Educational Services	VC, Bus Ops/Fiscal Svcs
52600	52600	Graphic Communications	Educational Services	Manager, Graphic Communications		VC, Educational Services	VC, Bus Ops/Fiscal Svcs
				Manager, Publications & Electronic Media			
53110	53110-53150	Human Resources Offi	Human Resources		AVC, Human Resources	VC, Human Resources	VC, Bus Ops/Fiscal Svcs
53120	53120	Risk Management	Human Resources	Director, Safety & Risk Management		VC, Human Resources	VC, Bus Ops/Fiscal Svcs
53210	53210	Ctr for Intl Trade D	Educational Services	Exec. Director, Inst. for Workforce Dev.		VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53300	53305-53355	Educational Services	Educational Services		AVC, Workforce & Economic Devel.	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
				Exec. Director, Inst. for Workforce Dev.	AVC, Educational Services		
53305	53305	Educational Services	Educational Services		AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53306	53306	LA/OC Regional Consortia	Educational Services		AVC, Workforce & Economic Devel.	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
					AVC, Educational Services		
53321	53321-53329	EHS Administration	Educational Services	Exec. Director, Child Dev. Services	AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
			Director, Quality Assurance				
53330	53330	Digital Media Center	Educational Services	Dean, Counseling & Support Services	AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53340	53340	Research	Educational Services	Exec. Director, District Research, Plan & Inst	AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53345	53345	Resource Development	Educational Services	Executive Director, Ind Sector Engag & CTE	AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53355	53355-53360	Workplace Learning Resource Center	Educational Services	Exec. Director, Digital Media Center	AVC, Workforce & Economic Devel.	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53360	53360	Corporate Training Institute	Educational Services	Exec. Director, Inst. for Workforce Dev.		VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53365	53365	Business Entrepreneurship Center	Educational Services		AVC, Educational Services	VC, Educational Services	VC, Bus Ops/Fiscal Svcs
53410	53410	Small Business Dev C	Educational Services			VC, Educational Services	VC, Bus Ops/Fiscal Svcs
54111	54111	Business Ops & Fiscal Services	Business Ops & Fiscal Services				VC, Bus Ops/Fiscal Svcs
54113	54113	Internal Audit	Business Ops & Fiscal Services	Manager, Internal Audit	AVC, Fiscal Services		VC, Bus Ops/Fiscal Svcs
54131	54131-54133	Facility Planning Of	Business Ops & Fiscal Services		AVC, Facil Planning & District Constr.		VC, Bus Ops/Fiscal Svcs
54132	54132	Constr, Support, M & O	Business Ops & Fiscal Services		AVC, Facil Planning & District Constr.		VC, Bus Ops/Fiscal Svcs
54141	54141-54146	Information Tech Svc	Business Ops & Fiscal Services		AVC, Information Technology Services		VC, Bus Ops/Fiscal Svcs
54151		Purchasing	Business Ops & Fiscal Services				VC, Bus Ops/Fiscal Svcs
54152		Warehouse	Business Ops & Fiscal Services	Supervisor, Inventory, Deliv. & Storage Svcs	Director, Purchasing Services		VC, Bus Ops/Fiscal Svcs
54153		Mailroom	Business Ops & Fiscal Services	Supervisor, Inventory, Deliv. & Storage Svcs	Director, Purchasing Services		VC, Bus Ops/Fiscal Svcs
54161	54161-54163	Safety & Security Of	Business Ops & Fiscal Services	Sergeant, District Safety & Security	Chief, District Safety & Security		VC, Bus Ops/Fiscal Svcs
				Lieutenant, District Safety & Security			
				Chief, District Safety & Security			
54211	54211	Fiscal Services Office	Business Ops & Fiscal Services		AVC, Fiscal Services		VC, Bus Ops/Fiscal Svcs
54212	54212	Accounting	Business Ops & Fiscal Services	Manager, Fiscal Services	AVC, Fiscal Services		VC, Bus Ops/Fiscal Svcs
54213	54213	Accounts Payable	Business Ops & Fiscal Services	Manager, Fiscal Services	AVC, Fiscal Services		VC, Bus Ops/Fiscal Svcs
54215	54215	Payroll	Business Ops & Fiscal Services	Manager, Payroll	AVC, Fiscal Services		VC, Bus Ops/Fiscal Svcs

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

AR 6520 Security for District Property

Reference(s):

ACCJC Accreditation Standard III.B.1

Security of district property requires the effort and cooperation of all employees and departments, who are expected to take reasonable precautions to safeguard district property in their work areas.

The District Safety and Security Department is responsible for patrolling district property and will be alert for safety and security hazards. District safety officers will either take corrective action or ~~will~~ report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, ~~and will~~ respond to alarm activations and ~~will~~ report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

~~On each campus the Vice President Administrative Services, or their designee, are responsible for the annual testing of the fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. At the District Office this will be managed by District Facilities. Any faults or defective equipment identified in the testing, should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the Chief, Safety & Security.~~

On each campus the District Safety and Security Department is responsible for the annual testing of fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. Any faults or defective equipment identified in the testing should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the District Safety and Security Department.

Santa Ana College (SAC) will be responsible for Centennial Education Center (CEC), Digital Media Center (DMC), and The Orange County Sheriff's Regional Training Academy (OCSRTA). Santiago Canyon College (SCC) will be responsible for Orange Education Center (OEC).

~~Maintenance and Operations staff are responsible for maintaining facilities to ensure the safety and security of persons and property. Attention will be given to provide and maintain appropriate lighting and landscaping, proper functioning locks, doors, windows and other security hardware and fire and life safety/security alarm systems.~~

The maintenance and operations, custodial, grounds, and safety and security departments combine to enhance the safety, security and maintenance of district facilities. Maintenance and operations staff at the colleges perform routine, recurring and preventative maintenance work on buildings and grounds, including monitoring lighting systems, fire extinguishers and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the District Safety and Security Department at 714-564-6331.

The Information Technology Services Department is responsible for providing security measures, software and hardware, for the District's data storage, processing and communications systems.

The District Safety and Security Department will provide first response to emergencies and will notify appropriate district staff and outside agencies as needed.

When unsafe circumstances exist on and around district property, the District Safety Department will provide appropriate warnings, including posting alert bulletins and sending email notices. To address major incidences of theft or loss of district property, the Chief of District Safety and Security will convene an ad hoc Property Protection Task Force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective actions.

~~Keys and key records shall be maintained by the Administrative Services office at each college and major site. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment, furniture, and buildings are to be turned in to the administrative services office to maintain control and accurate records. Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Support Services office to insure integrity of the entire system. District-wide standards for key systems and access control systems will be established.~~

Adopted: January 10, 2005
Revised: September 19, 2016 (Previously AR 3510)
Revised: xxxxxxxxx, 2020