



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

**June 6, 2022**

**1:30 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/93719955669>

669-900-6833 / 937 1995 5669

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at [gerard\\_debra@rscsd.edu](mailto:gerard_debra@rscsd.edu) to obtain passcode.

**Agenda**

1. Call to Order/Update Martinez
2. Approval of Minutes - **ACTION** Martinez
  - a. May 2, 2022 Meeting
3. Approval of Revised District Mission Statement – **ACTION** Perez
4. Approval of Updated 2022-2023 Tentative Budget Assumptions  
And Draft Budget - **ACTION** Ingram
5. Approval of Human Resource Items – **ACTION** Hou
  - a. Reorg #1291 – DO/Ed Services/Public Affairs
6. Board Policies/Administrative Regulations – **ACTION**
  - a. BP 6015 Food and Meeting Refreshments Ingram
  - b. AR 3720 Information Resources Acceptable Use Gonzalez
7. Committee Reports – **INFORMATION**
  - a. Planning & Organizational Effectiveness Committee Perez
  - b. Human Resources Committee Hou
  - c. Fiscal Resources Committee Ingram
  - d. Physical Resources Committee Ingram
  - e. Technology Advisory Group Gonzalez
8. Constituent Representative Reports - **INFORMATION**
  - a. Academic Senate - SAC Isbell
  - b. Academic Senate - SCC Rutan
  - c. Classified Staff Martin
  - d. Student Government - SAC Castro
  - e. Student Government – SCC Green

Next Meeting: July 18, 2022



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

May 2, 2022

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Absent
	Annebelle Nery	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Avinash Ramaswamy	Present
	Elisabeth Neely	Present
Guests:	Alistair Winter, Sil Han Jin, Adam O'Connor, Nga Pham	

1. Call to Order/Update
  - a. Vice Chancellor Enrique Perez convened the meeting via Zoom Conference at 1:33 p.m. and conducted a roll call vote of members.
2. Approval of Minutes
  - a. It was moved by Mr. Rutan, seconded by Ms. Evett and, by roll call vote, carried with abstentions by Ms. Zarske, Ms. Kubicka and Ms. Neely to approve the minutes of the April 4, 2022 meeting.
3. Approval of Revisions to Budget Allocation Model
  - a. Asst. Vice Chancellor Adam O'Connor presented revisions to the Budget Allocation Model as recommended by the Fiscal Resources Committee. Discussion ensued. It was moved by Mr. Rutan, seconded by Mr. Isbell and carried unanimously to approve the revisions to the Budget Allocation Model.

4. Approval of People & Culture Items

- a. Job Description – Division Administrative Assistant – Vice Chancellor Perez announced that this item had been pulled from the agenda for further review and discussion. The job description will be brought back at a later date.

5. District Mission Statement – Feedback from Staff

- a. Vice Chancellor noted that this item was being brought forward for discussion and action, which had not been noted on the agenda.
- b. It was moved by Mr. Gonzalez, seconded by Ms. Edwards to reaffirm the district mission statement without revision. Discussion ensued. District Council members suggested that the mission statement should be in a more active voice, that the district's commitment to equity should be reflected in the statement and that mention of the district's commitment to career preparation be added. It was agreed that Nga Pham, Executive Director Research, Planning and Institutional Effectiveness chair a subcommittee of District Council to draft revisions to the District Mission Statement for District Council's review and approval at the June 6, 2022 District Council meeting. Mr. Jesse Gonzalez, Ms. Corinna Evett, Ms. Zina Edwards and Ms. Monica Zarske volunteered to serve on the subcommittee.

6. Approval of 2022-2023 District Council Meeting Schedule

- a. It was moved by Mr. Rutan, seconded by Ms. Zarske and carried unanimously to approve the 2022-2023 District Council Meetings.
- b. It was noted that District Council meetings would be conducted via Zoom. Any changes to this modality may require adjustment to the meeting time of 1:30 p.m.

7. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Mr. Perez reported on the April 27, 2022 meeting. The next meeting is scheduled to be held May 25, 2022. Mr. Rutan inquired about whether or not the district's participatory governance committees are Brown Act committees. Mr. Perez stated he would confirm the district's understanding that they are not Brown Act committees, but are run as if they were as a best practice.

b. Human Resources Committee (HRC)

Asst. Vice Chancellor Alistair Winter reported on the April 13, 2022 meeting. The next meeting will be held on May 11, 2022.

c. Fiscal Resources Committee (FRC)

Mr. O'Connor reported on the April 20, 2022 meeting. The next meeting will be held on May 19, 2022.

d. Physical Resources Committee (PRC)

Mr. O'Connor reported that the next meeting will be held on May 4, 2022. The PRC does not meet during the summer.

e. Technology Advisory Group (TAG)

Asst. Vice Chancellor Jesse Gonzalez reported on the April 14, 2022 meeting. The next meeting will be held on May 5, 2022.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Edwards stated there was no report.
- d. Student Government/SAC: Mr. Ramaswamy reported on the SAC ASG activities.
- e. Student Government/SCC: Ms. Neely reported on the SCC ASG activities.

9. Other

- a. Professor Tara Kubicka-Miller reported that a number of students were absent from her class today because of the religious holiday Eid al Fitr. She inquired about a policy to accommodate student's absence on these holidays that are no a school holiday. Mr. Winter will look into this matter and get back to Ms. Kubicka-Miller.

Next Meeting:                   The next meeting will be held on Monday, June 6, 2022.

Meeting Adjourned:       2:21 p.m.

Approved:                     June 6, 2022

## Proposed Revision to the RSCCD Mission Statement – 2022

At the May 2, 2022 District Council meeting, a workgroup was formed to review the suggestions and input from the district community relating to the RSCCD Mission Statement and decide if a revision was warranted. We are pleased to submit to you the proposed revision to the RSCCD mission statement below that we believe demonstrates the vision that RSCCD and its colleges aspire to in serving our students/community, as well as being inclusive of suggestions/inputs given by staff/faculty. We will be present to answer questions/concerns that you or the committee may have at the next

Zina Edwards  
Corinna Evett  
Jesse Gonzalez  
Monica Zarske  
Nga Pham, Chair/Coordinator

### RSCCD Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

### Proposed Mission Statement

*The Rancho Santiago Community College District **aspires** to provide **equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.***

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## Feedback on RSCCD Mission Statement – 2022

### PROPOSED REVISIONS

1. *The mission of the Rancho Santiago Community College District is to **equitably** provide quality educational programs and services ~~that address~~ **(this sounds like a deficit mindset) to meet** the needs of our diverse students and communities.*

The justification for the above suggestions is to align with the commitment to DEI.

2. *The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the **developmental** needs of our diverse students and communities.*

The justification is the term “developmental” is used with emphasis via the cognitive method of the students’ learning capabilities. Within the minds of the students, we are in a society where students of all diversity need to continually develop their mindsets in the educational learning spectrum in order to help them grow and become a successful student that we at SCC strive for. Therefore, “developmental” is a strong term that I see would fit within our mission statement.

3. *The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that **address serve** the needs of our diverse students and communities **equitably**.*

The justification for the above suggestions is that our educational programs and services do more than just addressing the needs of our students and communities. I believe “serve” better describes the positive impact we as a district bring to our students and communities.

4. **I think the term “address” should be rethought and replaced.** Our district mission is more than just to “address” the students’ needs, which based on what we have done for our students. Our mission is leading our students to reach their goals, to be succeeded (successful?) at work, and to better our communities.

5. *The mission of the Rancho Santiago Community College District is to ~~provide quality~~ **empower our diverse students and communities by offering innovative** educational programs **that prepare them for professional and personal success** ~~and services that address the needs of our diverse students and communities.~~*

My justification: Receiving an education is empowering. It’s about taking that next step in your life & changing your life forever. Empowering our students to become the next community leaders, nurses, teachers, etc. is what every higher education program institution should strive for & a firmly believe is what we do. Also, saying we deliver quality education programs isn’t sufficient in today’s world. The 21st century is about creativity & innovation. As a faculty member of this district, I’ve seen first hand the work that’s been done by my colleagues & it’s simply innovative. Moreover, the silver lining of the pandemic was that is sparked more innovation by everyone - faculty, staff, & administrators alike. Finally, one thing that college prepared me for was not only for a career but also for life in general. It was the skills that I developed & learned outside the classroom, like time management, punctuality to name a few, that were as helpful as the skills learned in the classroom (writing, research, etc.). Hence, the preparation for personal & professional success verbiage in my suggestion.

6. ~~The mission of the~~ Rancho Santiago Community College District ~~is to provide quality educational programs and services that strives to address the needs of our diverse students and communities~~ *by providing quality educational programs and services.*

Propose restructuring the mission statement to give it a more active voice and subtly show our students are our priority. The above revision reflects RSCCD is the actor in the sentence and the “needs” for our students become the main object of the action. It is more direct and makes a stronger statement.

7. ~~The mission of the~~ Rancho Santiago Community College District *strives is to provide quality educational programs and services that address the needs of our diverse students and communities.*

Propose restructuring the mission statement to give it a more active voice and subtly show our students are our priority. The above revision still reflects RSCCD is the actor of the sentence, but our actions become our immediate focus.

8. *The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse multicultural students and surrounding communities by promoting, inspiring, challenging, and empowering them throughout their individual process to reach their own educational goals.*

I personally find that there is no real emphasis as to how we inspire, challenge and empower our students by providing quality educational program and services. To me the statement comes across kind of flat. So I would like to suggest the statement above. Mind you this is just my personal feelings on the matter.

9. *The mission of the Rancho Santiago Community College District is to provide quality excellent educational programs and services that empower and address the needs of our diverse students and communities.*

The RSCCD Mission Statement addresses “quality educational programs and services” and the “diverse students and communities” we serve. In addition, the goals address: adjusting programs, services; partnerships; rates of completion; innovation and initiatives; and, integrated planning.

My comments and justification are as follow for review and consideration.

1. Academic Excellence—consider replacing the word “quality” with “excellent” as this is what we do and is a stronger message.
2. Empower—consider adding “empower” to: *...that empower and address the needs of...*
3. Full Access & Equity—leadership is doing much to integrate and support access and equity for all. We may consider that the following covers access and equity; however, a review may be helpful to determine if additional wording may be more inclusive: *...address the needs of our diverse students and communities.*

10. The mission of the Rancho Santiago Community College District is to provide equitable quality educational programs and services that address the needs of our diverse students and communities.

No justification provided for the change.

11. The mission of the Rancho Santiago Community College District is a recognized leader in educational excellence, transforming students' lives by helping our students achieve their educational, professional and personal goals. We aim to educate a culturally and academically diverse student population and to create lifelong-learning opportunities to provide quality educational programs and services that address the needs of our diverse students and communities

No justification provided for the change.

## **GENERAL COMMENTS**

1. Thank you for the opportunity to share some of my thoughts.

I like that the mission is very concise. That makes it more consumable. But it also tends to have more of an antiseptic tone when one mentions broad concepts without the background of the thought behind the statement. For example, “services that address the needs of our diverse students and communities” is a noble and good thing to strive for. But it almost seems to be a low bar to simply address needs. We, at RSCCD, are community leaders. We forecast needs and services that our students don’t even yet know they need. We elevate our students and our community with our leadership and our vision. We are on a continual journey of exploring and growing in our pursuit of promoting diversity, equity, and Inclusion. We provide our students the opportunity to succeed with degrees, certificates, and lifelong learning that enriches their lives, promotes critical thinking, and promotes caring and community in a time of turmoil.

I really think that we need to be forthright in asserting that we are a District of caring thought leaders who view education as a place for promoting the true enjoyment of life: personal and community enrichment.

2. I like it.
3. I wanted to comment that I like the mission statement as is.
4. There should be something about career preparation in our mission statement. It doesn’t really hit that part of what we do.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**UNRESTRICTED GENERAL FUND**  
**2022/23 Tentative Budget Assumptions**  
**May 19, 2022**

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 outyear cost of living adjustments (COLA) as we are a hold harmless district less estimated deficit factor.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2016/17	28,901.64	27,517.31	28,901.64	a -4.79%
2017/18	28,901.64	29,378.53	29,375.93	b 1.65%
2018/19	Recal	25,925.52	28,068.86	c -11.75%
2019/20	Recal	27,028.98	26,889.30	4.26%
2020/21	Recal	25,333.74	26,993.32	-6.27%
2021/22	P2	24,804.51		-2.09%

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 governor's state budget proposal includes .5% systemwide growth funding and 6.56% COLA. The components now remain at 70/20/10 split with funded COLA added to all metrics each year. Any changes to our funding related to the SCFF will be incorporated when known.

Projected COLA of 6.56%	\$12,050,879
Projected SCFF Base Increase	\$0
Projected Growth/Access	\$0
Deficit Factor (2%)	(\$3,915,066)

2022/23 Potential Growth at 0.5% 25,460

C. Education Protection Account (EPA) funding estimated at \$36,656,734 based on 2021/22 @ 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 \$163 per FTES (\$4,202,316). Restricted lottery at \$65 per FTES (\$1,675,770). (2021/22 @ P1 of resident & nonresident factored FTES, 25,781.08 x \$163 = \$4,202,316 unrestricted lottery; 25,781.08 x \$65 = \$1,675,770 restricted lottery)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$607,563 (2021/22 @ Advance).

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 are 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 2021/22 @ Advance of \$275,040.

H. Mandates Block Grant estimated at a total budget of \$779,692 (\$30.67 x 25,421.99). No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,500,000. (SAC \$1,800,000, SCC \$700,000). Decrease of \$200,000.

J. Interest earnings estimated at \$800,000. Decrease of \$200,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$404,737.

L. Apprenticeship revenue estimated at \$3,951,786. Unchanged. (Corresponding expenses are also budgeted for apprenticeship course offerings.)

M. Scheduled Maintenance/Instructional Equipment allocation. \$33 million estimated in the state budget.

N. Full-time Faculty Hiring Allocation (\$3,325,444 - \$1,304,941 = \$2,020,503)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**UNRESTRICTED GENERAL FUND**  
**2022/23 Tentative Budget Assumptions**  
**May 19, 2022**

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 6.56% Cost of Living Allowance (COLA). Estimated 5% set aside for unrestricted general fund = \$8,079,036 (FARSCCD approximate cost \$4,178,759 CSEA approximate cost \$2,172,845, Management/Other approximate cost \$1,727,432) The colleges will need to budget for bargained increased costs in Salaries and Benefits for part-time employees. The estimated cost of a 1% salary increase is \$1.89 million for all funds. The estimated cost of a 1% salary increase is \$1.51 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.82 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$940,809 CSEA approximate cost \$489,196, Management/Other approximate cost \$388,914) For all funds, it is estimated to = \$2.27 million (FARSCCD = \$1,059,302, CSEA = \$725,959, Management/Others = \$582,165) 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 1/1/2023 is estimated at 3.5% for an additional cost of approximately \$572,100 for active employees and \$0 for retirees, for a combined increase of \$572,100 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$747,106  
**State Unemployment Insurance (.05% to .50%)**  
 CalSTRS employer contribution rate will increase in 2022/23 from 16.92% to 19.10% for an increase of \$1,657,561.  
 (Note: The cost of each 1% increase in the STRS rate is approximately \$760,000.)  
 CalPERS employer contribution rate will increase in 2022/23 from 22.91% to **25.37%** for an increase of \$1,010,356  
 (Note: The cost of each 1% increase in the PERS rate is approximately \$411,000.)
- E. The full-time faculty obligation (FON) for Fall 2022 has not been calculated at this time. The Fall 2021 report indicated the District was 17.5 faculty over its FON. This number will be reduced based on faculty taking the SRP. The current cost for a new position is budgeted at Class VI, Step 12 at approximately **\$161,765**. Penalties for not meeting the obligation amount to approximately \$86,771 per FTE not filled. Each faculty hired over the FON adds cost of (\$161,765 - \$55,635)= \$106,130.  
 SAC hiring 7 = \$1,132,355 unrestricted general fund and hiring 1 = \$161,765 in restricted general fund (categorical program)  
 SCC hiring 3 = \$485,295 unrestricted general fund and hiring 1 = \$161,765 in restricted general fund (categorical program)
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/22 for hourly faculty is \$84.07 x 18 hrs/LHE= \$1,513 (FY 2021/22) (Total cost of salary and benefits of part-time faculty to teach 30 LHE = **\$55,635**)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Employer Contribution Target is \$6,465,026 which is less than our current pay as you go. The District will therefore decrease the employer payroll contribution from 2% to 0% of total salaries. This provides savings of \$2,375,792 to the unrestricted general fund and \$3,046,465 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:
- |   | Ongoing Cost | One-time Cost |
|---|--------------|---------------|
| Trustee Travel  | \$ 25,000    |               |
| Chancellor's Travel   | \$ 25,000    |               |
| Legal Fees  | \$ 127,938   |               |
| Human Resources - 2 new positions<br>(Principal, People & Culture Business Partner) | \$ 334,165   |               |
- M. Sixth contribution of Santiago Canyon College ADA Settlement expenses of \$2 million from available one-time funds.

**Rancho Santiago Community College District**  
**Unrestricted General Fund Summary**  
**2022/23 Tentative Budget Assumptions**  
**May 19, 2022**

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 6.56%	\$12,050,879	
B	Projected SCFF Base Increase	\$0	
B	Growth	\$0	
B	Deficit Factor (2%) - additional	(\$241,018)	
D	Unrestricted Lottery	\$58,532	
H	Mandates Block Grant	\$0	
I	Non-Resident Tuition	(\$200,000)	
J	Interest Earnings	(\$200,000)	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	\$0	
N	Full-time Faculty Allocation	\$1,061,300	\$959,203 <sup>2</sup>
	<b>Total</b>	<b>\$12,529,693</b>	<b>\$959,203</b>

**New Expenditures**

B	Salary Schedule Increases/Collective Bargaining **	\$8,079,036	
C	Step/Column	\$1,818,921	
D	Health and Welfare/Benefits Increase (3.5%) - Active	\$572,100	
D	Health and Welfare/Benefits - Retirees	\$0	
D	CalSTRS Increase	\$1,657,561	
D	CalPERS Increase	\$1,010,356	
D	State Unemployment (.05% to .50%)	\$521,844	
E	Full Time Faculty Obligation Hires	\$1,617,650	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	(\$556,350)	
G	Decreased Cost of Retiree Health Benefit	(\$2,375,792)	
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	\$512,103	
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	<b>Total</b>	<b>\$13,082,429</b>	<b>\$2,000,000</b>

2022/23 Budget Year Unallocated (Deficit)	(\$552,736)
2021/22 Structural Unallocated (Deficit)	(\$2,361,566)
Total Est. Unallocated (Deficit)	(\$2,914,302) <sup>1</sup>

**SRP Savings/Rightsizing Recap**

Beginning Balance 7/1/21 SRP Savings	\$3,433,866
Estimate SRP Savings FY 2021/22	\$4,128,645
One-time Faculty Hiring	\$2,020,503
<b>Estimate Ending Balance 6/30/22</b>	<b>\$9,583,014</b>
Total Est. Unallocated (Deficit) FY 2022/23	(\$2,914,302) <sup>1</sup>
SRP Estimated Savings FY 2022/23	\$5,509,375
FON Penalty (18 x \$86,771)	(\$1,561,878)
FY 2022/23 One-time Full-time Faculty Allocation	\$959,203 <sup>2</sup>
<b>Estimate Ending Balance 6/30/23</b>	<b>\$11,575,412</b>

\* Reference to budget assumption number

\*\* 5.00% for FARSCCD/CSEA/CEFA/Management set aside

**Rancho Santiago Community College District**  
**Tentative Budget**  
**2022-23**

**DRAFT**

**General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13**

<b>Revenues by Source</b>		<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8100	Federal Revenues					
8110	Forest Reserve	\$8,943	\$0	\$4,338	\$0	(100.00)
8120	Higher Education Act	2,375,782	4,681,267	2,130,463	4,602,303	116.02
8140	Temporary Assistance for Needy Families (TANF)	75,074	81,824	81,824	81,838	0.02
8150	Student Financial Aid	27,756	242,770	260,216	242,770	(6.70)
8170	Vocational Technical Education Act (VTEA)	1,415,973	2,211,274	1,473,189	2,105,940	42.95
8199	Other Federal Revenues (ABE, CAMP, SBA, Gear Up, NSF)	16,312,196	37,389,742	14,749,186	33,908,947	129.90
	Total Federal Revenues	<u>20,215,724</u>	<u>44,606,877</u>	<u>18,699,216</u>	<u>40,941,798</u>	118.95
8600	State Revenues					
8611	Apprenticeship Allowance	3,901,642	3,951,786	3,951,786	3,951,786	-
8612	State General Apportionment	30,417,162	41,268,442	51,487,746	41,268,442	(19.85)
8612	State General Apportionment-estimated COLA	0	0	0	12,050,879	-
8612	Base Allocation Increase	0	0	0	0	-
8612	State General Apportionment-Deficit	(1,335,989)	(3,674,048)	(3,674,048)	(3,915,066)	6.56
8612	State General Apportionment-prior year adjustment	(1,604,230)	0	0	0	-
8619	State General Apportionment-Full-time Faculty Allocation	1,304,941	1,304,941	2,305,149	2,367,141	2.69
8619	Other General Apportionments-Enrollment Fee Admin-2%	279,888	275,040	275,040	275,040	-
8619	Other General Apportionments-PT Faculty Comp & Office Hour	649,853	607,563	607,563	607,563	-
8622	Extended Opportunity Programs & Services (EOPS)	2,017,009	2,426,527	2,426,527	2,457,982	1.30
8623	Disabled Students Programs & Services (DSPS)	1,756,926	1,875,464	1,875,464	1,875,464	-
8625	CalWORKS	572,410	668,338	668,338	668,338	-
8626	Telecomm./Technology Infrastructure Prog. (TTIP)	1,075	2,599	2,599	2,599	-
8629	Other Gen Categorical Apport-BSI	564,802	996,669	996,669	529,314	(46.89)
8629	Other Gen Categorical Apport-CARE	121,431	144,679	144,679	174,139	20.36
8629	Other Gen Categorical Apport-CTE SWP	83,867,490	111,544,616	64,261,954	57,724,673	(10.17)
8629	Other Gen Categorical Apport-Equal Employment Opportunity	22,302	117,329	275,662	117,329	(57.44)
8629	Other Gen Categorical Apport-Guided Pathways	427,595	948,437	891,207	948,437	6.42
8629	Other Gen Categorical Apport-Instructional Equipment	0	1,125,978	1,125,978	1,125,978	-
8629	Other Gen Categorical Apport-Matriculation-Credit	3,954,306	5,386,060	5,386,060	5,347,910	(0.71)

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<b>General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13</b>					
<b>Revenues by Source</b>	<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8629 Other Gen Categorical Apport-Matriculation-Non-Credit	1,696,152	1,588,360	1,588,360	1,588,360	-
8629 Other Gen Categorical Apport-SEAP	4,961,005	4,464,055	4,464,055	4,464,055	-
8629 Other Gen Categorical Apport-Student Equity	1,996,724	2,832,480	2,832,480	2,871,196	1.37
8629 Other Gen Categorical Apport-Student Financial Aid Admin	1,037,558	1,074,911	1,074,911	1,074,911	-
8629 Other Reimb Categorical Allow-Other	1,844,588	6,779,022	6,779,503	5,897,666	(13.01)
8630 Education Protection Account	44,529,069	36,656,734	26,437,430	36,656,734	38.65
8659 Other Reimb Categorical Allow-Career Tech/Econ Dev	15,125,757	10,194,020	9,371,307	5,987,421	(36.11)
8659 Other Reimb Categorical Allow-Other	189,223	153,511	153,511	178,996	16.60
8672 Homeowners' Property Tax Relief	260,951	278,767	278,767	278,767	-
8681 State Lottery Proceeds	7,009,240	5,796,214	5,796,214	5,878,086	1.41
8682 State Mandated Costs	809,978	779,692	847,080	779,692	(7.96)
8699 Other Misc State Revenue	7,405,860	10,729,229	8,752,229	8,798,537	0.53
Total State Revenues	213,784,718	250,297,415	201,384,220	202,032,369	0.32
8800 Local Revenues					
8811 Tax Allocation, Secured Roll	54,438,308	58,154,978	58,154,978	58,154,978	-
8812 Tax Allocation, Supplement Roll	1,102,157	1,177,404	1,177,404	1,177,404	-
8813 Tax Allocation, Unsecured Roll	1,599,178	1,708,359	1,708,359	1,708,359	-
8816 Prior Years' Taxes	386,086	412,445	412,445	412,445	-
8817 Education Revenue Augmentation Fund (ERAF)	25,332,588	27,062,121	27,062,121	27,062,121	-
8818 RDA Funds - Pass Thru AB	574,739	613,978	613,978	613,978	-
8819 RDA Funds - Residuals	7,552,267	8,067,883	8,067,883	8,067,883	-
8820 Contrib, Gifts, Grants & Endowment	0	561	0	561	-
8831 Contract Instructional Service	44,133	35,632	38,131	35,632	(6.55)
8850 Rents and Leases	84,444	383,480	263,446	363,480	37.97
8860 Interest & Investment Income	1,307,061	1,000,000	643,887	800,000	24.25
8867 Gain(Loss)on Invest-Unrealized	350,529	0	(184,388)	0	(100.00)
8874 CCC Enrollment Fees	8,645,622	8,301,307	8,301,307	8,301,307	-
8875 Bachelor's Program Fee	47,964	40,000	40,000	40,000	-
8876 Health Services Fees	1,035,808	972,300	930,099	972,300	4.54
8880 Nonresident Tuition	2,600,988	2,700,000	2,500,000	2,500,000	-

**Rancho Santiago Community College District**  
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**General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13**

<b>Revenues by Source</b>	<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8882 Parking Fees & Bus Passes	43,714	1,405,631	286,101	1,405,631	391.31
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	3,455,717	2,244,690	3,800,204	2,064,183	(45.68)
8891 Other Local Rev - Special Proj	489,098	519,832	504,042	388,362	(22.95)
Total Local Revenues	<u>109,090,401</u>	<u>114,800,601</u>	<u>114,319,997</u>	<u>114,068,624</u>	(0.22)
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	32,615	5,000	22,080	5,000	(77.36)
8981/8983 Interfund/Intrafund Transfer In	2,620,443	2,361,566	2,769,087	0	(100.00)
Total Other Sources	<u>2,653,058</u>	<u>2,366,566</u>	<u>2,791,167</u>	<u>5,000</u>	(99.82)
Total Revenues	<u>345,743,901</u>	<u>412,071,459</u>	<u>337,194,600</u>	<u>357,047,791</u>	5.89
Net Beginning Balance	41,412,351	50,803,405	50,803,405	51,767,658	1.90
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>41,412,351</u>	<u>50,803,405</u>	<u>50,803,405</u>	<u>51,767,658</u>	1.90
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u><u>\$387,156,252</u></u>	<u><u>\$462,874,864</u></u>	<u><u>\$387,998,005</u></u>	<u><u>\$408,815,449</u></u>	5.37

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13**

<u>Expenditures by Object</u>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$30,337,290	\$31,861,851	\$30,638,468	\$32,092,552	4.75
1200 Non-Instructional Salaries, Regular Contract	18,939,995	19,558,348	18,087,516	21,131,568	16.83
1300 Instructional Salaries, Other Non-Regular	26,906,971	27,523,851	29,068,942	27,349,965	(5.91)
1400 Non-Instructional Salaries, Other Non-Regular	6,803,767	7,451,191	7,703,869	5,790,254	(24.84)
Subtotal	<u>82,988,023</u>	<u>86,395,241</u>	<u>85,498,795</u>	<u>86,364,339</u>	1.01
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	41,595,348	48,077,934	41,858,108	48,266,307	15.31
2200 Instructional Aides, Regular Full Time	575,051	555,973	556,790	539,608	(3.09)
2300 Non-Instructional Salaries, Other	4,821,033	7,277,568	6,171,784	6,067,170	(1.70)
2400 Instructional Aides, Other	2,562,001	3,069,518	2,815,061	2,639,350	(6.24)
Subtotal	<u>49,553,433</u>	<u>58,980,993</u>	<u>51,401,743</u>	<u>57,512,435</u>	11.89
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	19,542,132	22,642,054	20,735,240	24,256,555	16.98
3200 Public Employees' Retirement System Fund	9,877,690	13,811,198	11,082,192	14,360,642	29.58
3300 Old Age, Survivors, Disability, and Health Ins.	5,132,994	5,782,159	5,280,049	5,715,286	8.24
3400 Health and Welfare Benefits	29,687,574	33,283,342	31,390,687	32,520,151	3.60
3500 State Unemployment Insurance	88,418	477,341	724,064	924,068	27.62
3600 Workers' Compensation Insurance	2,067,308	2,218,822	2,126,494	2,177,304	2.39
3900 Other Benefits	2,749,057	3,556,909	3,307,788	3,629,202	9.72
Subtotal	<u>69,145,173</u>	<u>81,771,825</u>	<u>74,646,513</u>	<u>83,583,208</u>	11.97
<b>TOTAL SALARIES/BENEFITS</b>	<b>201,686,629</b>	<b>227,148,059</b>	<b>211,547,051</b>	<b>227,459,982</b>	<b>7.52</b>
<b>Salaries/Benefits Cost % of Total Expenditures</b>	<b>62.95%</b>	<b>55.88%</b>	<b>65.09%</b>	<b>65.13%</b>	

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13**

<b>Expenditures by Object</b>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	70,552	288,412	188,414	218,724	16.09
4300 Instructional Supplies	2,442,501	5,837,979	2,633,958	2,360,288	(10.39)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	131,347	269,384	191,335	240,637	25.77
4600 Non-Instructional Supplies	1,080,644	2,672,682	1,830,608	1,904,131	4.02
4700 Food Supplies	122,230	258,971	97,778	172,210	76.12
Subtotal	<u>3,847,274</u>	<u>9,327,428</u>	<u>4,942,093</u>	<u>4,895,990</u>	(0.93)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	90,452,900	105,763,538	78,113,025	56,756,894	(27.34)
5200 Travel & Conference Expenses	119,052	1,316,528	437,935	883,545	101.75
5300 Dues & Memberships	203,054	332,425	199,130	225,992	13.49
5400 Insurance	2,026,787	2,030,085	2,025,221	2,030,085	0.24
5500 Utilities & Housekeeping Svcs	3,279,165	4,010,838	3,667,146	3,721,381	1.48
5600 Rents, Leases & Repairs	4,661,420	5,482,733	5,045,587	5,341,251	5.86
5700 Legal, Election & Audit Exp	831,139	1,844,781	1,587,980	1,305,366	(17.80)
5800 Other Operating Exp & Services	6,200,798	15,689,137	7,146,514	14,940,557	109.06
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	1,767,322	25,041,313	2,803,547	27,352,484	875.64
Subtotal	<u>109,541,637</u>	<u>161,511,378</u>	<u>101,026,085</u>	<u>112,557,555</u>	11.41
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	12,531	102,902	8,015	25,000	211.92
6200 Buildings	1,515,543	799,971	1,764,073	273,394	(84.50)
6300 Library Books	247,691	326,376	320,883	264,394	(17.60)
6400 Equipment	3,520,691	7,277,128	5,393,453	3,754,282	(30.39)
6900 Project Contingencies	0	34,500	0	0	-
Subtotal	<u>5,296,456</u>	<u>8,540,877</u>	<u>7,486,424</u>	<u>4,317,070</u>	(42.33)
Subtotal, Expenditures (1000 - 6000)	<u>320,371,996</u>	<u>406,527,742</u>	<u>325,001,653</u>	<u>349,230,597</u>	7.46

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13**

<u>Expenditures by Object</u>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
7000 Other Outgo					
7200 Intrafund Transfers Out	2,620,442	1,033,729	1,255,615	0	(100.00)
7300 Interfund Transfers Out	11,925,628	6,588,049	6,908,571	3,500,000	(49.34)
7500 Student Scholarship	0	28,206	0	0	-
7600 Other Student Aid	1,434,781	5,054,436	3,064,508	3,797,582	23.92
Subtotal	15,980,851	12,704,420	11,228,694	7,297,582	(35.01)
Subtotal, Expenditures (1000 - 7000)	336,352,847	419,232,162	336,230,347	356,528,179	6.04
7900 Reserve for Contingencies					
7920 Restricted Contingency-SCC Family Pact-2340	0	132,864	0	132,864	-
7920 Restricted Contingency-Campus Health Services-3250	0	130,153	0	130,153	-
7920 Restricted Contingency-Health Services-3450	0	683,410	0	667,385	-
7920 Restricted Contingency-Safety & Parking-3610	0	0	0	0	-
7930 Board Policy Contingency (12.5%)	0	26,537,726	0	26,820,528	-
7940 Revolving Cash Accounts	0	100,000	0	100,000	-
7940 Employee Vacation Payout	0	50,000	0	50,000	-
7950 Budget Stabilization	0	1,540,583	0	1,540,583	-
Total Designated	0	38,497,046	0	45,330,863	-
7910 Unrestricted Contingency	50,803,405	5,145,656	51,767,658	6,956,407	(86.56)
Subtotal Expenditures (7900)	50,803,405	43,642,702	51,767,658	52,287,270	1.00
Total Expenditures, Other Outgo and Ending Fund Balance	\$387,156,252	\$462,874,864	\$387,998,005	\$408,815,449	5.37

**Rancho Santiago Community College District**  
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**General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13**

<u>Revenues by Source</u>		2021-22 Adopted Budget	2021-22 Allocated Budget	2021-22 Estimated Revenue	% change 21/22 Est/ 21/22 Budget	2022-23 Tentative Budget	% change 22/23 Tent/ 21/22 Est
8100	Federal Revenues						
8110	Forest Reserve	\$0	\$0	\$4,338	-	\$0	(100.00)
	Total Federal Revenues	<u>0</u>	<u>0</u>	<u>4,338</u>	-	<u>0</u>	<u>(100.00)</u>
8600	State Revenues						
8611	Apprenticeship Allowance	3,951,786	3,951,786	3,951,786	-	3,951,786	-
8612	State General Apportionment	32,404,149	41,268,442	51,487,746	24.76	41,268,442	(19.85)
8612	State General Apportionment-estimated COLA	8,864,293	0	0	-	12,050,879	-
8612	Base Allocation Increase	0	0	0	-	0	-
8612	Estimated Restoration/Access/Growth	0	0	0	-	0	-
8612	State General Apportionment-Deficit	(3,674,048)	(3,674,048)	(3,674,048)	-	(3,915,066)	6.56
8612	State General Apportionment-prior year adjustment	0	0	0	-	0	-
8619	Other General Apportionments-Full-time Faculty Alloc	1,304,941	1,304,941	2,305,149	76.65	2,367,141	2.69
8619	Other General Apportionments-Enroll Fee Admin-2%	275,040	275,040	275,040	-	275,040	-
8619	Other General Apportionments-Part-Time Fac Comp	607,563	607,563	607,563	-	607,563	-
8630	Education Protection Account	36,656,734	36,656,734	26,437,430	(27.88)	36,656,734	38.65
8672	Homeowners' Property Tax Relief	278,767	278,767	278,767	-	278,767	-
8681	State Lottery Proceeds	4,143,784	4,143,784	4,143,784	-	4,202,316	1.41
8682	State Mandated Costs	779,692	779,692	847,080	8.64	779,692	(7.96)
8699	Other Misc State Revenue	7,584,025	7,584,025	7,584,025	-	7,584,025	-
	Total State Revenues	<u>93,176,726</u>	<u>93,176,726</u>	<u>94,244,322</u>	1.15	<u>106,107,319</u>	12.59
8800	Local Revenues						
8811	Tax Allocation, Secured Roll	58,154,978	58,154,978	58,154,978	-	58,154,978	-
8812	Tax Allocation, Supplement Roll	1,177,404	1,177,404	1,177,404	-	1,177,404	-
8813	Tax Allocation, Unsecured Roll	1,708,359	1,708,359	1,708,359	-	1,708,359	-
8816	Prior Years' Taxes	412,445	412,445	412,445	-	412,445	-
8817	Education Revenue Augmentation Fund (ERAF)	27,062,121	27,062,121	27,062,121	-	27,062,121	-
8818	RDA Funds - Pass Thru AB	613,978	613,978	613,978	-	613,978	-
8819	RDA Funds - Residuals	8,067,883	8,067,883	8,067,883	-	8,067,883	-

**Rancho Santiago Community College District**  
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**General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13**

<u>Revenues by Source</u>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Allocated Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>% change 21/22 Est/ 21/22 Budget</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8850 Rents and Leases	383,480	383,480	263,446	(31.30)	363,480	37.97
8860 Interest & Investment Income	1,000,000	1,000,000	643,887	(35.61)	800,000	24.25
8874 CCC Enrollment Fees	8,301,307	8,301,307	8,301,307	-	8,301,307	-
8875 Bachelor's Program Fee	40,000	40,000	40,000	-	40,000	-
8880 Nonresident Tuition	2,700,000	2,700,000	2,500,000	(7.41)	2,500,000	-
8885 Student ID & ASB Fees	0	0	0	-	0	-
8890 Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees,	625,691	831,935	1,065,902	28.12	651,428	(38.88)
8891 Other Local Rev - Special Proj	0	0	0	-	0	-
Total Local Revenues	<u>110,247,646</u>	<u>110,453,890</u>	<u>110,011,710</u>	(0.40)	<u>109,853,383</u>	(0.14)
8900 Other Financing Sources						
8910 Proceeds-Sale of Equip & Suppl	5,000	5,000	22,080	341.60	5,000	(77.36)
8981/8983 Interfund/Intrafund Transfer In	2,361,566	2,361,566	2,395,909	1.45	0	(100.00)
Total Other Sources	<u>2,366,566</u>	<u>2,366,566</u>	<u>2,417,989</u>	2.17	<u>5,000</u>	(99.79)
Total Revenues	<u>205,790,938</u>	<u>205,997,182</u>	<u>206,678,359</u>	0.33	<u>215,965,702</u>	4.49
Net Beginning Balance	46,370,068	46,370,068	46,370,068	-	49,770,999	7.33
Adjustments to Beginning Balance	0	0	0	-	0	-
Adjusted Beginning Fund Balance	<u>46,370,068</u>	<u>46,370,068</u>	<u>46,370,068</u>	-	<u>49,770,999</u>	7.33
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$252,161,006</u>	<u>\$252,367,250</u>	<u>\$253,048,427</u>	0.27	<u>\$265,736,701</u>	5.01

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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Allocated Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>% change 21/22 Est/ 21/22 Budget</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
1000 Academic Salaries						
1100 Instructional Salaries, Regular Contract	\$33,127,035	\$31,566,239	\$30,355,768	(3.83)	\$31,844,525	4.90
1200 Non-Instructional Salaries, Regular Contract	14,880,315	14,025,099	13,226,652	(5.69)	15,240,198	15.22
1300 Instructional Salaries, Other Non-Regular	26,974,489	27,291,435	27,514,598	0.82	26,997,194	(1.88)
1400 Non-Instructional Salaries, Other Non-Regular	1,487,162	2,209,590	2,325,487	5.25	1,704,987	(26.68)
Subtotal	<u>76,469,001</u>	<u>75,092,363</u>	<u>73,422,505</u>	(2.22)	<u>75,786,904</u>	3.22
2000 Classified Salaries						
2100 Non-Instructional Salaries, Regular Full Time	33,867,458	31,893,429	31,692,557	(0.63)	33,783,738	6.60
2200 Instructional Aides, Regular Full Time	558,938	501,554	489,057	(2.49)	454,001	(7.17)
2300 Non-Instructional Salaries, Other	1,590,818	1,726,408	1,606,930	(6.92)	1,388,861	(13.57)
2400 Instructional Aides, Other	1,836,457	1,855,276	1,763,588	(4.94)	1,865,104	5.76
Subtotal	<u>37,853,671</u>	<u>35,976,667</u>	<u>35,552,132</u>	(1.18)	<u>37,491,704</u>	5.46
3000 Employee Benefits						
3100 State Teachers' Retirement System Fund	19,359,604	19,740,574	19,309,306	(2.18)	21,354,675	10.59
3200 Public Employees' Retirement System Fund	8,108,669	8,435,455	8,099,580	(3.98)	9,822,522	21.27
3300 Old Age, Survivors, Disability, and Health Ins.	4,185,741	3,984,815	3,914,241	(1.77)	4,133,536	5.60
3400 Health and Welfare Benefits	26,606,771	27,265,391	27,258,939	(0.02)	27,126,183	(0.49)
3500 State Unemployment Insurance	309,131	320,268	208,290	(34.96)	824,778	295.98
3600 Workers' Compensation Insurance	1,736,939	1,687,887	1,686,682	(0.07)	1,715,228	1.69
3900 Other Benefits	1,463,698	3,124,848	3,046,045	(2.52)	3,245,305	6.54
Subtotal	<u>61,770,553</u>	<u>64,559,238</u>	<u>63,523,082</u>	(1.60)	<u>68,222,227</u>	7.40
<b>TOTAL SALARIES/BENEFITS</b>	<b>176,093,225</b>	<b>175,628,268</b>	<b>172,497,719</b>	<b>(5.01)</b>	<b>181,500,835</b>	<b>5.22</b>
<b>Salaries/Benefits Cost % of Total Expenditures</b>	<b>86.96%</b>	<b>85.58%</b>	<b>86.82%</b>		<b>86.04%</b>	

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Allocated Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>% change 21/22 Est/ 21/22 Budget</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
4000 Books and Supplies						
4100 Textbooks	0	0	0	-	0	-
4200 Other Books	1,268	15,583	10,996	(29.44)	6,068	(44.82)
4300 Instructional Supplies	52,008	310,454	222,313	(28.39)	15,282	(93.13)
4400 Media Supplies	0	0	0	-	0	-
4500 Maintenance Supplies	180,762	251,434	177,729	(29.31)	222,687	25.30
4600 Non-Instructional Supplies	1,631,025	1,377,590	1,077,551	(21.78)	942,197	(12.56)
4700 Food Supplies	10,556	16,385	10,002	(38.96)	14,806	48.03
Subtotal	<u>1,875,619</u>	<u>1,971,446</u>	<u>1,498,591</u>	(23.99)	<u>1,201,040</u>	(19.86)
5000 Services and Other Operating Expenses						
5100 Personal & Consultant Svcs	2,912,636	4,273,888	3,317,693	(22.37)	4,198,714	26.56
5200 Travel & Conference Expenses	270,373	376,067	205,358	(45.39)	294,355	43.34
5300 Dues & Memberships	183,247	202,485	172,440	(14.84)	186,868	8.37
5400 Insurance	1,970,090	1,970,090	1,970,090	-	1,970,090	-
5500 Utilities & Housekeeping Svcs	3,484,210	3,881,958	3,574,076	(7.93)	3,596,250	0.62
5600 Rents, Leases & Repairs	5,151,953	5,043,288	4,791,486	(4.99)	5,097,016	6.38
5700 Legal, Election & Audit Exp	1,114,577	1,844,781	1,587,980	(13.92)	1,305,366	(17.80)
5800 Other Operating Exp & Services	6,268,323	7,140,430	5,788,240	(18.94)	6,995,785	20.86
5900 Other (Transp., Postge, Reprod., Spec. Proj., etc.)	2,118,850	1,968,670	951,672	(51.66)	4,152,189	336.30
Subtotal	<u>23,474,259</u>	<u>26,701,657</u>	<u>22,359,035</u>	(16.26)	<u>27,796,633</u>	24.32
6000 Sites, Buildings, Books, and Equipment						
6100 Sites & Site Improvements	0	0	0	-	0	-
6200 Buildings	8,239	62,032	1,542,793	2,387.09	0	(100.00)
6300 Library Books	920	1,621	949	(41.46)	1,070	12.75
6400 Equipment	1,049,370	849,239	776,594	(8.55)	444,643	(42.74)
Subtotal	<u>1,058,529</u>	<u>912,892</u>	<u>2,320,336</u>	154.17	<u>445,713</u>	(80.79)
Subtotal, Expenditures (1000 - 6000)	<u>202,501,632</u>	<u>205,214,263</u>	<u>198,675,681</u>	(3.19)	<u>210,944,221</u>	6.18

**Rancho Santiago Community College District**  
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**General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13**

<u>Expenditures by Object</u>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Allocated Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>% change 21/22 Est/ 21/22 Budget</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
7000 Other Outgo						
7200 Intrafund Transfers Out	0	0	0	-	0	-
7300 Interfund Transfers Out	3,725,000	4,550,000	4,550,000	-	3,500,000	(23.08)
7600 Other Student Aid	0	91,100	51,747	(43.20)	120,000	131.90
Subtotal	<u>3,725,000</u>	<u>4,641,100</u>	<u>4,601,747</u>	(0.85)	<u>3,620,000</u>	(21.33)
Subtotal, Expenditures (1000 - 7000)	<u>206,226,632</u>	<u>209,855,363</u>	<u>203,277,428</u>	(3.13)	<u>214,564,221</u>	5.55
7900 Reserve for Contingencies						
7930 Board Policy Contingency (12.5%)	24,830,326	26,537,726	0	(100.00)	26,820,528	-
7940 Revolving Cash Accounts	100,000	100,000	0	(100.00)	100,000	-
7940 Employee Vacation Payout	50,000	50,000	0	(100.00)	50,000	-
7950 Budget Stabilization	1,500,423	1,540,583	0	(100.00)	1,540,583	-
Total Designated	<u>26,480,749</u>	<u>28,228,309</u>	<u>0</u>	(100.00)	<u>44,400,461</u>	-
7910 Unrestricted Contingency	19,453,625	14,283,578	49,770,999	248.45	6,772,019	(86.39)
Subtotal Expenditures (7900)	<u>45,934,374</u>	<u>42,511,887</u>	<u>49,770,999</u>	17.08	<u>51,172,480</u>	2.82
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$252,161,006</u>	<u>\$252,367,250</u>	<u>\$253,048,427</u>	0.27	<u>\$265,736,701</u>	5.01

**Rancho Santiago Community College District**  
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Santa Ana College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	51,238,860		145,819		51,384,679		6,831,954		58,216,633	
Classified Salaries	13,638,012		61,080		13,699,092		10,467,326		24,166,418	
Employee Benefits	26,498,777		83,714		26,582,491		7,782,221		34,364,712	
Supplies & Materials	423,276		273,202		696,478		2,028,887		2,725,365	
Other Operating Exp & Services	4,458,804		6,137,887		10,596,691		22,806,680		33,403,371	
Capital Outlay	16,312		2,000		18,312		2,475,332		2,493,644	
Other Outgo	0		103,307		103,307		3,984,015		4,087,322	
<b>Grand Total</b>	<b>\$96,274,041</b>	<b>53.33%</b>	<b>\$6,807,009</b>	<b>70.15%</b>	<b>\$103,081,050</b>	<b>54.19%</b>	<b>\$56,376,415</b>	<b>39.79%</b>	<b>\$159,457,465</b>	<b>48.04%</b>
Santiago Canyon College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	23,554,426		330,000		23,884,426		3,745,481		27,629,907	
Classified Salaries	7,457,577		39,832		7,497,409		5,490,220		12,987,629	
Employee Benefits	13,098,577		132,031		13,230,608		4,172,909		17,403,517	
Supplies & Materials	0		213,200		213,200		1,595,635		1,808,835	
Other Operating Exp & Services	4,257,449		1,068,934		5,326,383		9,929,713		15,256,096	
Capital Outlay	2,674		65,222		67,896		1,350,484		1,418,380	
Other Outgo	0		0		0		623,969		623,969	
<b>Grand Total</b>	<b>\$48,370,703</b>	<b>26.80%</b>	<b>\$1,849,219</b>	<b>19.06%</b>	<b>\$50,219,922</b>	<b>26.40%</b>	<b>\$26,908,411</b>	<b>18.99%</b>	<b>\$77,128,333</b>	<b>23.24%</b>
District Services	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	517,799		0		517,799		0		517,799	
Classified Salaries	16,295,203		0		16,295,203		4,063,185		20,358,388	
Employee Benefits	9,784,554		0		9,784,554		2,195,851		11,980,405	
Supplies & Materials	291,036		326		291,362		70,428		361,790	
Other Operating Exp & Services	8,502,806		1,047,548		9,550,354		52,024,529		61,574,883	
Capital Outlay	359,505		0		359,505		45,541		405,046	
Other Outgo	120,000		0		120,000		0		120,000	
<b>Grand Total</b>	<b>\$35,870,903</b>	<b>19.87%</b>	<b>\$1,047,874</b>	<b>10.80%</b>	<b>\$36,918,777</b>	<b>19.41%</b>	<b>\$58,399,534</b>	<b>41.22%</b>	<b>\$95,318,311</b>	<b>28.72%</b>
<b>Total Expenditures-excludes Institutional Costs</b>	<b>\$180,515,647</b>	<b>100.00%</b>	<b>\$9,704,102</b>	<b>100.00%</b>	<b>\$190,219,749</b>	<b>100.00%</b>	<b>\$141,684,360</b>	<b>100.00%</b>	<b>\$331,904,109</b>	<b>100.00%</b>
Institutional Costs	Fund 11 Unrestricted		Fund 13 One-Time		Fund 11/13 Unrestricted		Fund 12 Restricted		Fund 11/12/13 Combined	
Employee Benefits-retiree benefits/ local experience charge/STRS & PERS on behalf	9,164,129		7,584,025		16,748,154		1,210,000		17,958,154	
Election	125,000		125,000		250,000		0		250,000	
Other Operating Exp & Services-prop&liability ins	1,970,000		0		1,970,000		0		1,970,000	
Other Operating - SCC-ADA settlement expense	0		2,000,000		2,000,000		0		2,000,000	
Other Outgo-Interfund Transfers	1,500,000		0		1,500,000		0		1,500,000	
Other Outgo-Board Policy Contingency	0		26,820,528		26,820,528		0		26,820,528	
Other Outgo-Reserves SRP savings/exp	9,789,939		9,583,014		19,372,953		0		19,372,953	
Other Outgo-Reserves	8,079,036		1,690,583		9,769,619		184,388		9,954,007	
Deficit	(2,914,302)		0		(2,914,302)		0		(2,914,302)	
<b>Grand Total</b>	<b>\$27,713,802</b>		<b>\$47,803,150</b>		<b>\$75,516,952</b>		<b>\$1,394,388</b>		<b>\$76,911,340</b>	
<b>Total Expenditures-includes Institutional Costs</b>	<b>\$208,229,449</b>		<b>\$57,507,252</b>		<b>\$265,736,701</b>		<b>\$143,078,748</b>		<b>\$408,815,449</b>	

**Rancho Santiago Community College District**  
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<b>Unrestricted General Fund Revenue Budget - Fund 11</b>						
<b>Revenues by Source</b>		<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8100	Federal Revenues					
8110	Forest Reserve	\$8,943	\$0	\$4,338	\$0	(100.00)
	Total Federal Revenues	8,943	0	4,338	0	(100.00)
8600	State Revenues					
8611	Apprenticeship Allowance	3,901,642	3,951,786	3,951,786	3,951,786	-
8612	State General Apportionment	30,417,162	41,268,442	51,487,746	41,268,442	* (19.85)
8612	State General Apportionment-estimated COLA	0	0	0	12,050,879	* -
8612	Base Allocation Increase	0	0	0	0	* -
8612	Estimated Restoration/Access/Growth	0	0	0	0	* -
8612	State General Apportionment-Deficit	(1,335,989)	(3,674,048)	(3,674,048)	(3,915,066)	* 6.56
8612-8630	State General Apportionment&EPA-prior year adjustment	(1,604,230)	0	0	0	-
8619	Other General Apportionments-Full-time Faculty Allocation	1,304,941	1,304,941	2,305,149	2,367,141	2.69
8619	Other General Apportionments-Enrollment Fee Admin-2%	279,888	275,040	275,040	275,040	-
8619	Other General Apportionments-PT Faculty Comp & Office Hr	649,853	607,563	607,563	607,563	-
8629	Other General Categorical-Return to Title IV	0	0	0	0	-
8630	Education Protection Account	44,529,069	36,656,734	26,437,430	36,656,734	* 38.65
8672-8673	Homeowners' Property Tax Relief/Timber Yield Tax	260,951	278,767	278,767	278,767	* -
8681	State Lottery Proceeds	4,985,883	4,143,784	4,143,784	4,202,316	1.41
8682	State Mandated Costs	809,978	779,692	847,080	779,692	(7.96)
8699	Other Misc State Revenue - STRS on-behalf entry	0	0	0	0	-
	Total State Revenues	84,199,148	85,592,701	86,660,297	98,523,294	13.69
8800	Local Revenues					
8811	Tax Allocation, Secured Roll	54,438,308	58,154,978	58,154,978	58,154,978	* -
8812	Tax Allocation, Supplement Roll	1,102,157	1,177,404	1,177,404	1,177,404	* -
8813	Tax Allocation, Unsecured Roll	1,599,178	1,708,359	1,708,359	1,708,359	* -
8816	Prior Years' Taxes	386,086	412,445	412,445	412,445	* -
8817	Education Revenue Augmentation Fund (ERAF)	25,332,588	27,062,121	27,062,121	27,062,121	* -
8818	RDA Funds - Pass Thru AB	574,739	613,978	613,978	613,978	* -

**Rancho Santiago Community College District**  
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**Unrestricted General Fund Revenue Budget - Fund 11**

<u>Revenues by Source</u>	<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8819 RDA Funds - Residuals	7,552,267	8,067,883	8,067,883	8,067,883 *	-
8850 Rents and Leases	84,048	338,480	218,446	338,480	54.95
8860 Interest & Investment Income	1,307,061	1,000,000	643,887	800,000	24.25
8866/8867 Gain(Loss)on Invest-Realized/Unrealized	166,141	0	0	0	-
8874 CCC Enrollment Fees	8,645,622	8,301,307	8,301,307	8,301,307 *	-
8875 Bachelor's Program Fee	47,964	40,000	40,000	40,000	-
8880 Nonresident Tuition	2,600,988	2,700,000	2,500,000	2,500,000	-
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	3,115,905	524,200	524,200	524,200	-
8891 Other Local Rev - Special Proj	0	0	0	0	-
Total Local Revenues	<u>106,953,052</u>	<u>110,101,155</u>	<u>109,425,008</u>	<u>109,701,155</u>	0.25
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	32,615	5,000	22,080	5,000	(77.36)
8981/8983 Interfund/Intrafund Transfer In	1,770,376	2,361,566	2,361,566	0	(100.00)
Total Other Sources	<u>1,802,991</u>	<u>2,366,566</u>	<u>2,383,646</u>	<u>5,000</u>	(99.79)
Total Revenues	<u>192,964,134</u>	<u>198,060,422</u>	<u>198,473,289</u>	<u>208,229,449</u>	4.92
Net Beginning Balance	0	0	0	0	-
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$192,964,134</u>	<u>\$198,060,422</u>	<u>\$198,473,289</u>	<u>\$208,229,449</u>	4.92

\* Component of Apportionment

\$191,838,231

**Rancho Santiago Community College District**  
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**Unrestricted General Fund Expenditure Budget - Fund 11**

<u>Expenditures by Object</u>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$30,094,025	\$31,566,239	\$30,355,768	\$31,844,525	4.90
1200 Non-Instructional Salaries, Regular Contract	13,325,498	13,893,373	13,087,937	15,141,129	15.69
1300 Instructional Salaries, Other Non-Regular	26,698,780	26,562,504	27,514,598	26,667,194	(3.08)
1400 Non-Instructional Salaries, Other Non-Regular	1,860,402	1,664,868	1,822,759	1,658,237	(9.03)
Subtotal	<u>71,978,705</u>	<u>73,686,984</u>	<u>72,781,062</u>	<u>75,311,085</u>	3.48
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	30,799,310	31,683,862	31,619,241	33,724,897	6.66
2200 Instructional Aides, Regular Full Time	497,852	501,554	489,057	454,001	(7.17)
2300 Non-Instructional Salaries, Other	1,258,594	1,443,125	1,413,672	1,346,790	(4.73)
2400 Instructional Aides, Other	1,533,516	1,855,276	1,763,588	1,865,104	5.76
Subtotal	<u>34,089,272</u>	<u>35,483,817</u>	<u>35,285,558</u>	<u>37,390,792</u>	5.97
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	10,943,927	11,933,576	11,630,136	13,685,970	17.68
3200 Public Employees' Retirement System Fund	7,022,014	8,370,745	8,071,293	9,796,765	21.38
3300 Old Age, Survivors, Disability, and Health Ins.	3,841,630	3,940,633	3,887,337	4,119,269	5.97
3400 Health and Welfare Benefits	25,690,768	27,160,527	27,199,866	27,046,397	(0.56)
3500 State Unemployment Insurance	74,669	313,455	206,717	823,696	298.47
3600 Workers' Compensation Insurance	1,667,465	1,659,649	1,672,498	1,706,870	2.06
3900 Other Benefits	2,446,261	3,119,190	3,043,515	3,243,490	6.57
Subtotal	<u>51,686,734</u>	<u>56,497,775</u>	<u>55,711,362</u>	<u>60,422,457</u>	8.46
<b>TOTAL SALARIES/BENEFITS</b>	<b>157,754,711</b>	<b>165,668,576</b>	<b>163,777,982</b>	<b>173,124,334</b>	5.71
<b>Salaries/Benefits Cost % of Total Expenditures</b>	<b>90.38%</b>	<b>89.00%</b>	<b>88.56%</b>	<b>89.41%</b>	

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**Unrestricted General Fund Expenditure Budget - Fund 11**

<b>Expenditures by Object</b>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	593	4,118	734	1,268	72.75
4300 Instructional Supplies	6,553	7,395	7,103	8,322	17.16
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	58,278	126,928	109,352	111,928	2.36
4600 Non-Instructional Supplies	267,446	763,133	655,388	580,988	(11.35)
4700 Food Supplies	2,990	10,885	7,936	11,806	48.77
Subtotal	335,860	912,459	780,513	714,312	(8.48)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	1,159,149	2,180,193	2,111,494	2,116,891	0.26
5200 Travel & Conference Expenses	10,946	173,377	113,585	210,026	84.91
5300 Dues & Memberships	115,115	123,313	116,538	124,728	7.03
5400 Insurance	1,970,090	1,970,090	1,970,090	1,970,090	-
5500 Utilities & Housekeeping Svcs	3,099,537	3,312,262	3,283,998	3,155,650	(3.91)
5600 Rents, Leases & Repairs	3,527,110	3,993,039	3,859,168	4,181,038	8.34
5700 Legal, Election & Audit Exp	658,213	1,242,431	1,276,808	1,089,366	(14.68)
5800 Other Operating Exp & Services	3,591,876	5,288,684	5,127,435	5,338,431	4.12
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	734,049	999,308	808,254	1,231,044	52.31
Subtotal	14,866,085	19,282,697	18,667,370	19,417,264	4.02
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	0	0	-
6200 Buildings	1,333,594	49,600	1,538,600	0	(100.00)
6300 Library Books	964	1,621	949	1,070	12.75
6400 Equipment	247,928	233,159	166,825	377,421	126.24
Subtotal	1,582,486	284,380	1,706,374	378,491	(77.82)
Subtotal, Expenditures (1000 - 6000)	174,539,142	186,148,112	184,932,239	193,634,401	4.71

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**Unrestricted General Fund Expenditure Budget - Fund 11**

<b>Expenditures by Object</b>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
7000 Other Outgo					
7200 Intrafund Transfers Out	(5,911)	0	0	0	-
7300 Interfund Transfers Out	4,000,000	2,500,000	2,500,000	1,500,000	(40.00)
7600 Other Student Aid	0	90,000	50,647	120,000	136.93
Subtotal	<u>3,994,089</u>	<u>2,590,000</u>	<u>2,550,647</u>	<u>1,620,000</u>	(36.49)
Subtotal, Expenditures (1000 - 7000)	<u>178,533,231</u>	<u>188,738,112</u>	<u>187,482,886</u>	<u>195,254,401</u>	4.15
7900 Reserve for Contingencies					
7910 Estimated COLA	0	0	0	8,079,036	-
7910 SRP Savings Holding Account (exc SRP exp)	0	9,322,310	0	7,810,314	-
7910 Estimated Restoration/Access/Growth	0	0	0	0	-
7950 Budget Stabilization	0	0	0	0	-
Total Designated	<u>0</u>	<u>9,322,310</u>	<u>0</u>	<u>15,889,350</u>	-
7910 Unrestricted Contingency	14,430,903	0	10,990,403	(2,914,302)	(126.52)
Subtotal Expenditures (7900)	<u>14,430,903</u>	<u>9,322,310</u>	<u>10,990,403</u>	<u>12,975,048</u>	18.06
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$192,964,134</u>	<u>\$198,060,422</u>	<u>\$198,473,289</u>	<u>\$208,229,449</u>	4.92

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<b>Restricted General Fund Revenue Budget - Fund 12</b>						
<b><u>Revenues by Source</u></b>		<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% change</b>
		<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Tentative</b>	<b>22/23 Tent/</b>
		<b>Revenue</b>	<b>Budget</b>	<b>Revenue</b>	<b>Budget</b>	<b>21/22 Est</b>
8100	Federal Revenues					
8120	Higher Education Act	\$2,375,782	\$4,681,267	\$2,130,463	\$4,602,303	116.02
8140	Temporary Assistance for Needy Families (TANF)	75,074	81,824	81,824	81,838	0.02
8150	Student Financial Aid	27,756	242,770	260,216	242,770	(6.70)
8170	Vocational Technical Education Act (VTEA)	1,415,973	2,211,274	1,473,189	2,105,940	42.95
8199	Other Federal Revenues (ABE, CAMP, SBA, Gear Up, NSF)	16,312,196	37,389,742	14,749,186	33,908,947	129.90
	Total Federal Revenues	<u>20,206,781</u>	<u>44,606,877</u>	<u>18,694,878</u>	<u>40,941,798</u>	119.00
8600	State Revenues					
8622	Extended Opportunity Programs & Services (EOPS)	2,017,009	2,426,527	2,426,527	2,457,982	1.30
8623	Disabled Students Programs & Services (DSPS)	1,756,926	1,875,464	1,875,464	1,875,464	-
8625	CalWORKS	572,410	668,338	668,338	668,338	-
8626	Telecomm./Technology Infrastructure Prog. (TTIP)	1,075	2,599	2,599	2,599	-
8629	Other Gen Categorical Apport-BSI	564,802	996,669	996,669	529,314	(46.89)
8629	Other Gen Categorical Apport-CARE	121,431	144,679	144,679	174,139	20.36
8629	Other Gen Categorical Apport-Adult Ed Block/CTE SWP	83,867,490	111,544,616	64,261,954	57,724,673	-
8629	Other Gen Categorical Apport-Equal Employment Opportunity	22,302	117,329	275,662	117,329	(57.44)
8629	Other Gen Categorical Apport-Guided Pathways	427,595	948,437	891,207	948,437	6.42
8629	Other Gen Categorical Apport-Instructional Equipment	0	1,125,978	1,125,978	1,125,978	-
8629	Other Gen Categorical Apport-Matriculation-Credit	3,954,306	5,386,060	5,386,060	5,347,910	(0.71)
8629	Other Gen Categorical Apport-Matriculation-Non-Credit	1,696,152	1,588,360	1,588,360	1,588,360	-
8629	Other Gen Categorical Apport-SEAP	4,961,005	4,464,055	4,464,055	4,464,055	-
8629	Other Gen Categorical Apport-Student Equity	1,996,724	2,832,480	2,832,480	2,871,196	1.37
8629	Other Gen Categorical Apport-Student Financial Aid Admin	1,037,558	1,074,911	1,074,911	1,074,911	-
8629	Other Gen Categorical Apport-Other	1,844,588	6,779,022	6,779,503	5,897,666	(13.01)
8659	Other Reimb Categorical Allow-Career Tech/Econ Dev	15,125,757	10,194,020	9,371,307	5,987,421	-
8659	Other Reimb Categorical Allow-Other	189,223	153,511	153,511	178,996	16.60

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<b>Restricted General Fund Revenue Budget - Fund 12</b>					
<b>Revenues by Source</b>	<b>2020-21 Actual Revenue</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Revenue</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
8681 State Lottery Proceeds	2,023,357	1,652,430	1,652,430	1,675,770	1.41
8699 Other Misc State	1,068,040	3,145,204	1,168,204	1,214,512	3.96
Total State Revenues	<u>123,247,750</u>	<u>157,120,689</u>	<u>107,139,898</u>	<u>95,925,050</u>	(10.47)
8800 Local Revenues					
8820 Contrib, Gifts, Grants & Endowment	0	561	0	561	-
8831 Contract Instructional Service	44,133	35,632	38,131	35,632	(6.55)
8867 Gain (Loss) on Invest	184,388	0	(184,388)	0	(100.00)
8876 Health Services Fees	1,035,808	972,300	930,099	972,300	4.54
8882 Parking Fees & Bus Passes	43,714	1,405,631	286,101	1,405,631	391.31
8890 Other Local Revenues (Instr. Mat./Health Serv. Use Fees, etc.)	166,262	1,412,755	2,734,302	1,412,755	(48.33)
8891 Other Local Rev - Special Proj	489,098	519,832	504,042	388,362	(22.95)
Total Local Revenues	<u>1,963,403</u>	<u>4,346,711</u>	<u>4,308,287</u>	<u>4,215,241</u>	(2.16)
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	0	0	0	0	-
8981/8983 Interfund/Intrafund Transfer In	798,264	0	373,178	0	(100.00)
8999 Revenue - Clearing	0	0	0	0	-
Total Other Sources	<u>798,264</u>	<u>0</u>	<u>373,178</u>	<u>0</u>	(100.00)
Total Revenues	<u>146,216,198</u>	<u>206,074,277</u>	<u>130,516,241</u>	<u>141,082,089</u>	8.10
Net Beginning Balance	3,368,721	4,433,337	4,433,337	1,996,659	(54.96)
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>3,368,721</u>	<u>4,433,337</u>	<u>4,433,337</u>	<u>1,996,659</u>	(54.96)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$149,584,919</u>	<u>\$210,507,614</u>	<u>\$134,949,578</u>	<u>\$143,078,748</u>	6.02

**Rancho Santiago Community College District**  
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**Restricted General Fund Expenditure Budget - Fund 12**

<u>Expenditures by Object</u>	2020-21 Actual Expenses	2021-22 Revised Budget	2021-22 Estimated Expenses	2022-23 Tentative Budget	% change 22/23 Tent/ 21/22 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$243,265	\$295,612	\$282,700	\$248,027	(12.26)
1200 Non-Instructional Salaries, Regular Contract	5,309,226	5,533,249	4,860,864	5,891,370	21.20
1300 Instructional Salaries, Other Non-Regular	208,191	232,416	1,554,344	352,771	(77.30)
1400 Non-Instructional Salaries, Other Non-Regular	4,566,732	5,241,601	5,378,382	4,085,267	(24.04)
Subtotal	<u>10,327,414</u>	<u>11,302,878</u>	<u>12,076,290</u>	<u>10,577,435</u>	(12.41)
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	10,713,624	16,184,505	10,165,551	14,482,569	42.47
2200 Instructional Aides, Regular Full Time	77,199	54,419	67,733	85,607	26.39
2300 Non-Instructional Salaries, Other	3,362,688	5,551,160	4,564,854	4,678,309	2.49
2400 Instructional Aides, Other	1,028,485	1,214,242	1,051,473	774,246	(26.37)
Subtotal	<u>15,181,996</u>	<u>23,004,326</u>	<u>15,849,611</u>	<u>20,020,731</u>	26.32
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	2,165,246	2,901,480	1,425,934	2,901,880	103.51
3200 Public Employees' Retirement System Fund	2,826,224	5,375,743	2,982,612	4,538,120	52.15
3300 Old Age, Survivors, Disability, and Health Ins.	1,261,379	1,797,344	1,365,808	1,581,750	15.81
3400 Health and Welfare Benefits	3,917,824	6,017,951	4,131,748	5,393,968	30.55
3500 State Unemployment Insurance	13,196	157,073	515,774	99,290	(80.75)
3600 Workers' Compensation Insurance	384,911	530,935	439,812	462,076	5.06
3900 Other Benefits	298,594	432,061	261,743	383,897	46.67
Subtotal	<u>10,867,374</u>	<u>17,212,587</u>	<u>11,123,431</u>	<u>15,360,981</u>	38.10
<b>TOTAL SALARIES/BENEFITS</b>	<b>36,376,784</b>	<b>51,519,791</b>	<b>39,049,332</b>	<b>45,959,147</b>	17.70

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**Restricted General Fund Expenditure Budget - Fund 12**

<u>Expenditures by Object</u>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	66,233	272,829	177,418	212,656	19.86
4300 Instructional Supplies	2,406,598	5,527,525	2,411,645	2,345,006	(2.76)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	9,594	17,950	13,606	17,950	31.93
4600 Non-Instructional Supplies	616,453	1,295,092	753,057	961,934	27.74
4700 Food Supplies	119,240	242,586	87,776	157,404	79.32
Subtotal	3,218,118	7,355,982	3,443,502	3,694,950	7.30
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	88,512,148	101,489,650	74,795,332	52,558,180	(29.73)
5200 Travel & Conference Expenses	94,846	940,461	232,577	589,190	153.33
5300 Dues & Memberships	53,916	129,940	26,690	39,124	46.59
5400 Insurance	56,697	59,995	55,131	59,995	8.82
5500 Utilities & Housekeeping Svcs	66,771	128,880	93,070	125,131	34.45
5600 Rents, Leases & Repairs	493,406	439,445	254,101	244,235	(3.88)
5700 Legal, Election & Audit Exp	0	0	0	0	-
5800 Other Operating Exp & Services	2,133,089	8,548,707	1,358,274	7,944,772	484.92
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	923,054	23,072,643	1,851,875	23,200,295	1,152.80
Subtotal	92,333,927	134,809,721	78,667,050	84,760,922	7.75
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	12,531	102,902	8,015	25,000	211.92
6200 Buildings	181,949	737,939	221,280	273,394	23.55
6300 Library Books	246,727	324,755	319,934	263,324	(17.69)
6400 Equipment	3,048,673	6,427,889	4,616,859	3,309,639	(28.31)
6900 Project Contingencies	0	34,500	0	0	-
Subtotal	3,489,880	7,627,985	5,166,088	3,871,357	(25.06)
Subtotal, Expenditures (1000 - 6000)	135,418,709	201,313,479	126,325,972	138,286,376	9.47

**Rancho Santiago Community College District**  
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**Restricted General Fund Expenditure Budget - Fund 12**

<u>Expenditures by Object</u>	2020-21 Actual Expenses	2021-22 Revised Budget	2021-22 Estimated Expenses	2022-23 Tentative Budget	% change 22/23 Tent/ 21/22 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	2,626,353	1,033,729	1,255,615	0	(100.00)
7300 Interfund Transfers Out	5,682,728	2,038,049	2,358,571	0	(100.00)
7500 Student Financial Aid	0	28,206	0	0	-
7600 Other Student Aid	1,423,792	4,963,336	3,012,761	3,677,582	22.07
Subtotal	9,732,873	8,063,320	6,626,947	3,677,582	(44.51)
Subtotal, Expenditures (1000 - 7000)	145,151,582	209,376,799	132,952,919	141,963,958	6.78
7900 Reserve for Contingencies					
7910 Unrestricted Contingencies	0	184,388	0	184,388	-
7920 Restricted Contingency-Family Pact 2339 & 2340	0	132,864	0	132,864	-
7920 Restricted Contingency-Campus Health Services-3250	0	130,153	0	130,153	-
7920 Restricted Contingency-Health Services-3450	0	683,410	0	667,385	-
7920 Restricted Contingency-Safety & Parking-3610	0	0	0	0	-
Total Designated	0	1,130,815	0	1,114,790	-
7910 Unrestricted Contingency	4,433,337	0	1,996,659	0	(100.00)
Subtotal Expenditures (7900)	4,433,337	1,130,815	1,996,659	1,114,790	(44.17)
Total Expenditures, Other Outgo and Ending Fund Balance	\$149,584,919	\$210,507,614	\$134,949,578	\$143,078,748	6.02

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Revenue Budget - Fund 13**

<u>Revenues by Source</u>	2020-21 Actual Revenue	2021-22 Revised Budget	2021-22 Estimated Revenue	2022-23 Tentative Budget	% change 22/23 Tent/ 21/22 Est
8100 Federal Revenues					
Total Federal Revenues	\$0	\$0	\$0	\$0	-
8600 State Revenues					
8611 Apprenticeship Allowance	0	0	0	0	-
8682 State Mandated Costs	0	0	0	0	-
8699 Other Misc State Revenue	6,337,820	7,584,025	7,584,025	7,584,025	-
Total State Revenues	<u>6,337,820</u>	<u>7,584,025</u>	<u>7,584,025</u>	<u>7,584,025</u>	-
8800 Local Revenues					
8850 Rentals Short-term/Lease Facilities	396	45,000	45,000	25,000	(44.44)
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	173,550	307,735	541,702	127,228	(76.51)
8891 Other Local Rev - Special Proj	0	0	0	0	-
Total Local Revenues	<u>173,946</u>	<u>352,735</u>	<u>586,702</u>	<u>152,228</u>	(74.05)
8900 Other Financing Sources					
8981/8983 Interfund/Intrafund Transfer In	51,803	0	34,343	0	(100.00)
Total Revenues	<u>6,563,569</u>	<u>7,936,760</u>	<u>8,205,070</u>	<u>7,736,253</u>	(5.71)
Net Beginning Balance	38,043,630	46,370,068	46,370,068	49,770,999	7.33
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>38,043,630</u>	<u>46,370,068</u>	<u>46,370,068</u>	<u>49,770,999</u>	7.33
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$44,607,199</u>	<u>\$54,306,828</u>	<u>\$54,575,138</u>	<u>\$57,507,252</u>	5.37

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<u>Expenditures by Object</u>	2020-21 Actual Expenses	2021-22 Revised Budget	2021-22 Estimated Expenses	2022-23 Tentative Budget	% change 22/23 Tent/ 21/22 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$0	\$0	\$0	\$0	-
1200 Non-Instructional Salaries, Regular Contract	305,271	131,726	138,715	99,069	(28.58)
1300 Instructional Salaries, Other Non-Regular	0	728,931	0	330,000	-
1400 Non-Instructional Salaries, Other Non-Regular	376,633	544,722	502,728	46,750	(90.70)
Subtotal	681,904	1,405,379	641,443	475,819	(25.82)
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	82,414	209,567	73,316	58,841	(19.74)
2200 Instructional Aides, Regular Full Time	0	0	0	0	-
2300 Non-Instructional Salaries, Other	199,751	283,283	193,258	42,071	(78.23)
2400 Instructional Aides, Other	0	0	0	0	-
Subtotal	282,165	492,850	266,574	100,912	(62.14)
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	6,432,959	7,806,998	7,679,171	7,668,705	(0.14)
3200 Public Employees' Retirement System Fund	29,452	64,710	28,286	25,757	(8.94)
3300 Old Age, Survivors, Disability, and Health Ins.	29,985	44,182	26,904	14,267	(46.97)
3400 Health and Welfare Benefits	78,982	104,864	59,072	79,786	35.06
3500 State Unemployment Insurance	553	6,813	1,573	1,082	(31.22)
3600 Workers' Compensation Insurance	14,932	28,238	14,184	8,358	(41.07)
3900 Other Benefits	4,202	5,658	2,530	1,815	(28.25)
Subtotal	6,591,065	8,061,463	7,811,720	7,799,770	(0.15)
<b>TOTAL SALARIES/BENEFITS</b>	<b>7,555,134</b>	<b>9,959,692</b>	<b>8,719,737</b>	<b>8,376,501</b>	<b>(3.94)</b>

**Rancho Santiago Community College District**  
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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<b>Expenditures by Object</b>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	3,726	11,465	10,262	4,800	(53.23)
4300 Instructional Supplies	29,350	303,059	215,210	6,960	(96.77)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	63,475	124,506	68,377	110,759	61.98
4600 Non-Instructional Supplies	196,745	614,457	422,163	361,209	(14.44)
4700 Food Supplies	0	5,500	2,066	3,000	45.21
Subtotal	293,296	1,058,987	718,078	486,728	(32.22)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	781,603	2,093,695	1,206,199	2,081,823	72.59
5200 Travel & Conference Expenses	13,260	202,690	91,773	84,329	(8.11)
5300 Dues & Memberships	34,023	79,172	55,902	62,140	11.16
5400 Insurance	0	0	0	0	-
5500 Utilities & Housekeeping Svcs	112,857	569,696	290,078	440,600	51.89
5600 Rents, Leases & Repairs	640,904	1,050,249	932,318	915,978	(1.75)
5700 Legal, Election & Audit Exp	172,926	602,350	311,172	216,000	(30.59)
5800 Other Operating Exp & Services	475,833	1,851,746	660,805	1,657,354	150.81
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	110,219	969,362	143,418	2,921,145	1,936.81
Subtotal	2,341,625	7,418,960	3,691,665	8,379,369	126.98
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	0	0	-
6200 Buildings	0	12,432	4,193	0	(100.00)
6300 Library Books	0	0	0	0	-
6400 Equipment	224,090	616,080	609,769	67,222	(88.98)
Subtotal	224,090	628,512	613,962	67,222	(89.05)
Subtotal, Expenditures (1000 - 6000)	10,414,145	19,066,151	13,743,442	17,309,820	25.95

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**Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13**

<u>Expenditures by Object</u>	<b>2020-21 Actual Expenses</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated Expenses</b>	<b>2022-23 Tentative Budget</b>	<b>% change 22/23 Tent/ 21/22 Est</b>
7000 Other Outgo					
7200 Intrafund Transfers Out	0	0	0	0	-
7300 Interfund Transfers Out	2,242,900	2,050,000	2,050,000	2,000,000	(2.44)
7600 Other Student Aid	10,989	1,100	1,100	0	(100.00)
Subtotal	<u>2,253,889</u>	<u>2,051,100</u>	<u>2,051,100</u>	<u>2,000,000</u>	(2.49)
Subtotal, Expenditures (1000 - 7000)	<u>12,668,034</u>	<u>21,117,251</u>	<u>15,794,542</u>	<u>19,309,820</u>	22.26
7900 Reserve for Contingencies					
7930 Board Policy Contingency (12.5%)	0	26,537,726	0	26,820,528	-
7940 Revolving Cash Accounts	0	100,000	0	100,000	-
7940 Employee Vacation Payout	0	50,000	0	50,000	-
7950 Budget Stabilization	0	1,540,583	0	1,540,583	-
Total Designated	<u>0</u>	<u>28,228,309</u>	<u>0</u>	<u>28,511,111</u>	-
7910 Unrestricted Contingency (SAC=103,307, SCC=0, DS=0, SRP=9,583,014)	<u>31,939,165</u>	<u>4,961,268</u>	<u>38,780,596</u>	<u>9,686,321</u>	(75.02)
Subtotal Expenditures (7900)	<u>31,939,165</u>	<u>33,189,577</u>	<u>38,780,596</u>	<u>38,197,432</u>	(1.50)
Total Expenditures, Other Outgo and Ending Fund Balance	<u><u>\$44,607,199</u></u>	<u><u>\$54,306,828</u></u>	<u><u>\$54,575,138</u></u>	<u><u>\$57,507,252</u></u>	5.37

**RSCCD - Estimate 2022/23 Revenue Allocation Simulation for Unrestricted General Fund -- FD 11  
Based on Student Centered Funding Formula - Hold Harmless Calculation 2021/22 TCR + COLA**

**DRAFT**

	SAC/CEC	SAC	CEC	SCC/OEC	SCC	OEC	District Services	Institutional Cost	TOTAL
<b>APPORTIONMENT REVENUE</b>									
Basic Allocation	\$ 6,375,916	\$ 4,959,046	\$ 1,416,870	\$ 5,667,479	\$ 4,250,609	\$ 1,416,870			\$ 12,043,395
FTES - based on 21/22 @ P2	\$ 84,021,126	\$ 59,142,613	\$ 24,878,513	\$ 39,523,427	\$ 25,605,385	\$ 13,918,042			\$ 123,544,553
SCFF - Supplemental Allocation	\$ 15,906,176	\$ 15,906,176	\$ -	\$ 5,587,881	\$ 5,587,881	\$ -			\$ 21,494,057
SCFF - Student Success Allocation	\$ 12,540,216	\$ 12,540,216	\$ -	\$ 6,099,571	\$ 6,099,571	\$ -			\$ 18,639,787
Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Subtotal	\$ 118,843,434	\$ 92,548,051	\$ 26,295,383	\$ 56,878,358	\$ 41,543,446	\$ 15,334,912			\$ 175,721,792
21/22 Hold Harmless Protection Adjustment	\$ 5,397,424	\$ 4,203,186	\$ 1,194,238	\$ 2,583,202	\$ 1,886,748	\$ 696,454			\$ 7,980,626
22/23 COLA - 6.56%	\$ 8,150,201	\$ 6,346,881	\$ 1,803,319	\$ 3,900,678	\$ 2,849,021	\$ 1,051,658			\$ 12,050,879
Deficit Coefficient	\$ (2,647,821)	\$ (2,061,962)	\$ (585,859)	\$ (1,267,245)	\$ (925,584)	\$ (341,660)			\$ (3,915,066)
Additional Student Centered Funding Formula	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
<b>TOTAL ESTIMATED APPORTIONMENT REVENUE</b>	<b>\$ 129,743,237</b>	<b>\$ 101,036,156</b>	<b>\$ 28,707,081</b>	<b>\$ 62,094,994</b>	<b>\$ 45,353,630</b>	<b>\$ 16,741,363</b>			<b>\$ 191,838,231</b>
<i>Percentages</i>	<i>67.63%</i>	<i>52.67%</i>	<i>14.96%</i>	<i>32.37%</i>	<i>23.64%</i>	<i>8.73%</i>			
<b>OTHER STATE REVENUE</b>									
Lottery, Unrestricted	\$ 2,874,984	\$ 2,130,633	\$ 744,350	\$ 1,327,332	\$ 890,381	\$ 436,951			\$ 4,202,316
State Mandate	\$ 533,027	\$ 533,027	\$ -	\$ 246,665	\$ 246,665	\$ -			\$ 779,692
Full-Time Faculty Hiring Allocation	\$ 1,578,173	\$ 1,578,173	\$ -	\$ 788,968	\$ 788,968	\$ -			\$ 2,367,141
Part-Time Faculty Compensation	\$ 415,353	\$ 305,794	\$ 109,559	\$ 192,210	\$ 127,897	\$ 64,314			\$ 607,563
<b>Subtotal, Other State Revenue</b>	<b>\$ 5,401,536</b>	<b>\$ 4,547,627</b>	<b>\$ 853,909</b>	<b>\$ 2,555,176</b>	<b>\$ 2,053,911</b>	<b>\$ 501,265</b>			<b>\$ 7,956,712</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 135,144,773</b>	<b>\$ 105,583,783</b>	<b>\$ 29,560,990</b>	<b>\$ 64,650,170</b>	<b>\$ 47,407,541</b>	<b>\$ 17,242,628</b>			<b>\$ 199,794,943</b>
<i>Percentages</i>	<i>67.64%</i>	<i>52.85%</i>	<i>14.80%</i>	<i>32.36%</i>	<i>23.73%</i>	<i>8.63%</i>			
<b>Less Institutional Cost Expenditures</b>									<b>\$ 27,713,802</b>
<b>Less Net District Services Expenditures</b>									<b>\$ 34,061,663</b>
									<b>\$ 138,019,478</b>
<b>ESTIMATED REVENUE</b>	<b>\$ 93,358,775</b>	<b>\$ 72,937,875</b>	<b>\$ 20,420,900</b>	<b>\$ 44,660,703</b>	<b>\$ 32,749,398</b>	<b>\$ 11,911,305</b>			<b>\$ 138,019,478</b>
<b>BUDGET EXPENDITURES FOR FY 2022/23</b>									
SAC/CEC Expenses - F/T & Ongoing	\$ 96,274,041	\$ 85,046,227	\$ 11,227,814						\$ 96,274,041
SCC/OEC Expenses - F/T & Ongoing				\$ 48,370,703	\$ 41,378,044	\$ 6,992,659			\$ 48,370,703
District Services Expenses - F/T & Ongoing							\$ 35,870,903		\$ 35,870,903
Institutional Cost									
Retirees Instructional-local experience charge								\$ 3,977,620	\$ 3,977,620
Retirees Non-Instructional-local experience charge								\$ 5,186,509	\$ 5,186,509
SRP Savings/Expenses								\$ 9,789,939	\$ 9,789,939
Use SRP Savings to balance Structural Deficit								\$ (2,914,302)	\$ (2,914,302)
Set Aside COLA								\$ 8,079,036	\$ 8,079,036
Property & Liability								\$ 1,970,000	\$ 1,970,000
Election								\$ 125,000	\$ 125,000
Interfund Transfer								\$ 1,500,000	\$ 1,500,000
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ 96,274,041</b>	<b>\$ 85,046,227</b>	<b>\$ 11,227,814</b>	<b>\$ 48,370,703</b>	<b>\$ 41,378,044</b>	<b>\$ 6,992,659</b>	<b>\$ 35,870,903</b>	<b>\$ 27,713,802</b>	<b>\$ 208,229,449</b>
Percent of Total Estimated Expenditures	46.23%	40.84%	5.39%	23.23%	19.87%	3.36%	17.23%	13.31%	
<b>ESTIMATED EXPENSES UNDER/(OVER) REVENUE</b>	<b>\$ (2,915,266)</b>	<b>\$ (12,108,352)</b>	<b>\$ 9,193,086</b>	<b>\$ (3,710,000)</b>	<b>\$ (8,628,646)</b>	<b>\$ 4,918,646</b>			<b>\$ (6,625,266)</b>
<b>OTHER STATE REVENUE</b>									
Apprenticeship				\$ 3,951,786	\$ 3,951,786				\$ 3,951,786
Enrollment Fees 2%								\$ 275,040	\$ 275,040
<b>LOCAL REVENUE</b>									
Non Resident Tuition	\$ 1,800,000	\$ 1,800,000		\$ 700,000	\$ 700,000				\$ 2,500,000
Interest/Investments								\$ 800,000	\$ 800,000
Rents/Leases	\$ 8,480	\$ 8,480		\$ 125,000	\$ 125,000		\$ 205,000		\$ 338,480
Proceeds-Sale of Equipment								\$ 5,000	\$ 5,000
Other Local	\$ 40,000	\$ 40,000						\$ 524,200	\$ 564,200
Subtotal, Other Local Revenue	\$ 1,848,480	\$ 1,848,480	\$ -	\$ 4,776,786	\$ 4,776,786	\$ -	\$ 205,000	\$ 1,604,240	\$ 8,434,506
<b>ESTIMATED ENDING BALANCE FOR 6/30/23</b>	<b>(1,066,786)</b>	<b>(10,259,872)</b>	<b>9,193,086</b>	<b>1,066,786</b>	<b>(3,851,860)</b>	<b>4,918,646</b>			<b>(0)</b>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM

1291

Number # \_\_\_\_\_  
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: DO/ Educational Services - Santa Ana College & Santiago Canyon College President's Offices

Manager/Supervisor: Enrique Perez / Dr. Annebelle Nery / Dr. Pamela Ralston

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Change Reporting Lines - DO Chief Communications Officer	SAC PIO direct report to DO Chief Communications Officer
Change Reporting Lines - SAC President's Office / Pub. Inf. Officer	SCC PIO direct report to DO Chief Communications Officer
Change Reporting Lines - SCC President's Office / Pub. Inf. Officer	SAC PIO soft report to President's Office
	SCC PIO soft report to President's Office

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ N/A

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): N/A

(Attach necessary budget change forms)

Reason for reorganization:

Change in reporting lines only for better alignment.

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.

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HUMAN RESOURCES - RSCCD

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

Reporting lines affect DO Public Affairs Dept./Chief Communications Officer / SAC & SCC President Offices, SAC & SCC Public Inf. Officers

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

Submitted by (District Cabinet Member): \_\_\_\_\_

Date: 2/28/2022

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> Chenxu Hou (Apr 25, 2022 10:39 PDT)	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> Adam O Connor (Apr 25, 2022 16:41 PDT)
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> Marta M. Nery (May 16, 2022 11:42 PDT)
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**Duenez, Patricia**

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**From:** Duenez, Patricia  
**Sent:** Monday, February 28, 2022 1:20 PM  
**To:** Winter, Alistair; Perez, Carol  
**Cc:** Perez, Enrique  
**Subject:** REORG - DO CCO/College PIOs  
**Attachments:** REORG DO CCO-SAC-SCC PIO Reporting Lines 022822 (ep).pdf

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Please see attached REORG for processing affecting District Chief Communications Officer / College Presidents offices / PIOs. Only reporting lines are changing; no budget involved. Let us know if you have any questions.

Thank you.

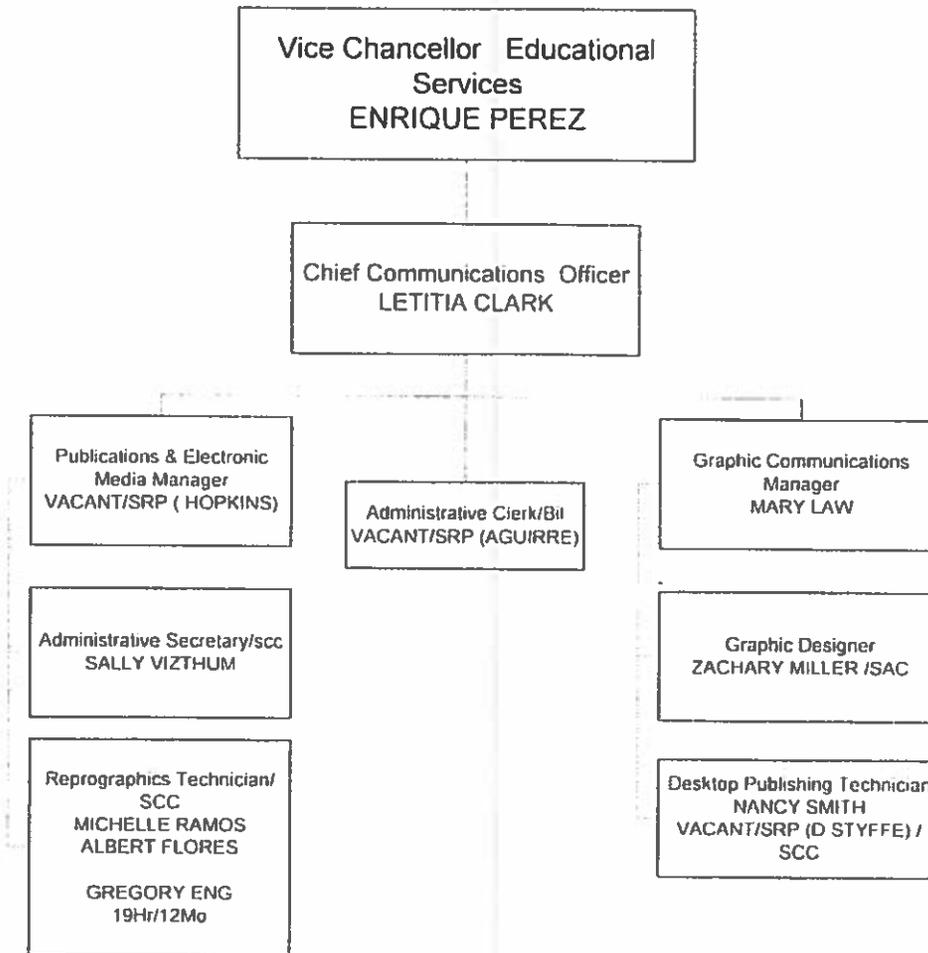
*Patricia S. Dueñez*

Assistant to the Vice Chancellor  
**RSCCD Educational Services**  
2323 N. Broadway, Suite #302 | Santa Ana, CA 92706 | 714-480-7460  
[duenez\\_patricia@rscdd.edu](mailto:duenez_patricia@rscdd.edu)

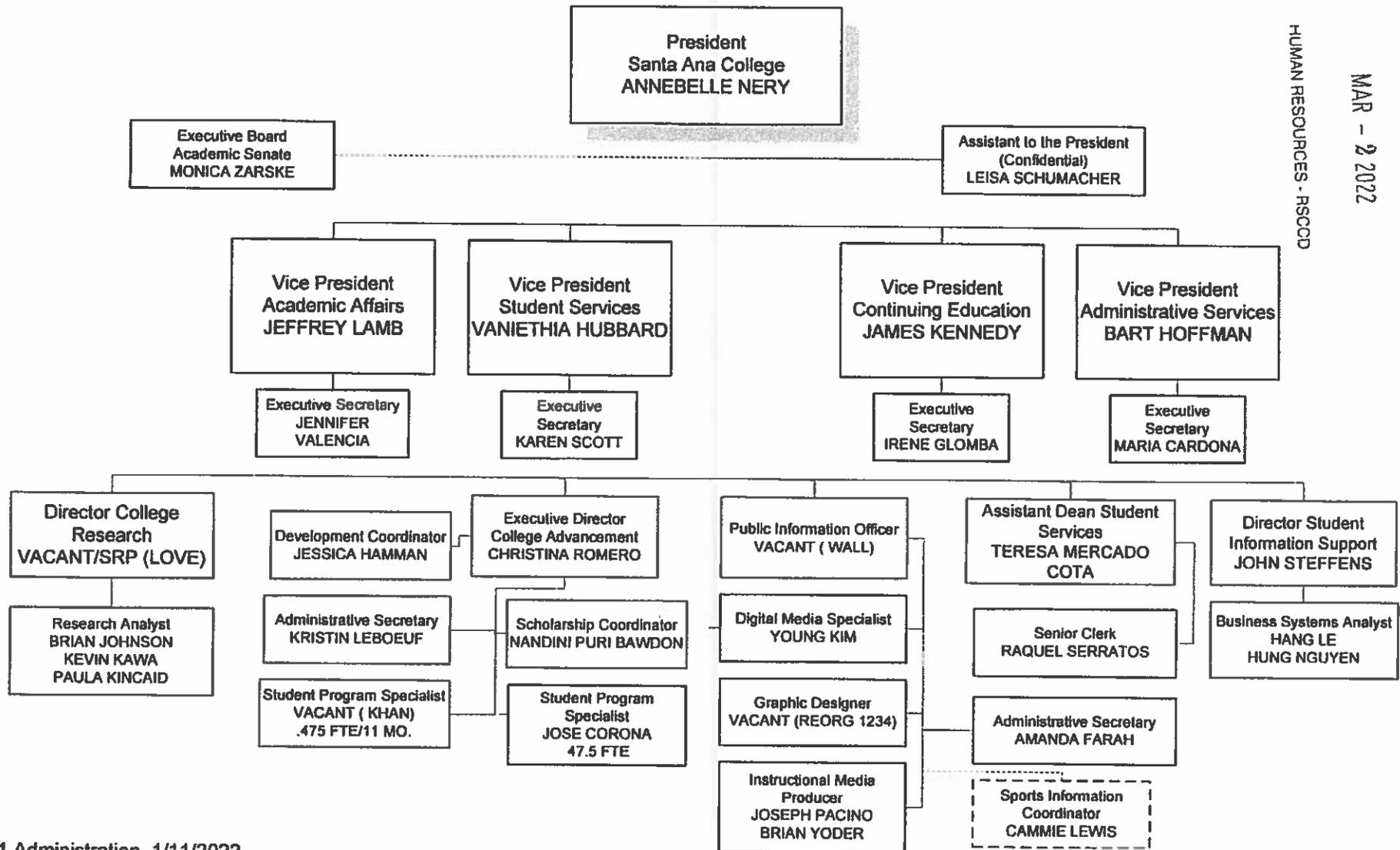


**Rancho Santiago Community College District  
PUBLIC AFFAIRS AND PUBLICATIONS**

Current



### Rancho Santiago Community College District SANTA ANA COLLEGE

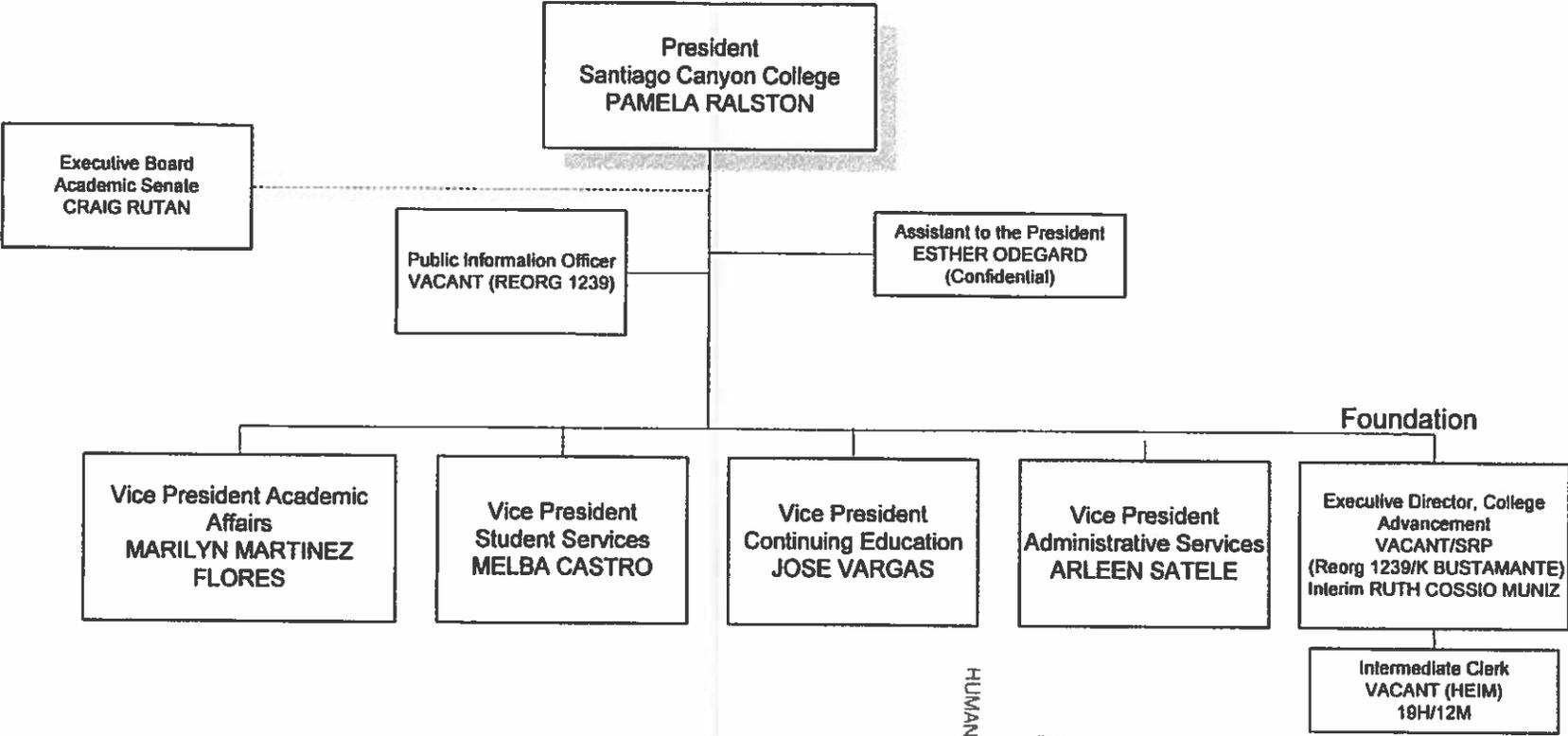


HUMAN RESOURCES - RSCCD

MAR - 2 2022

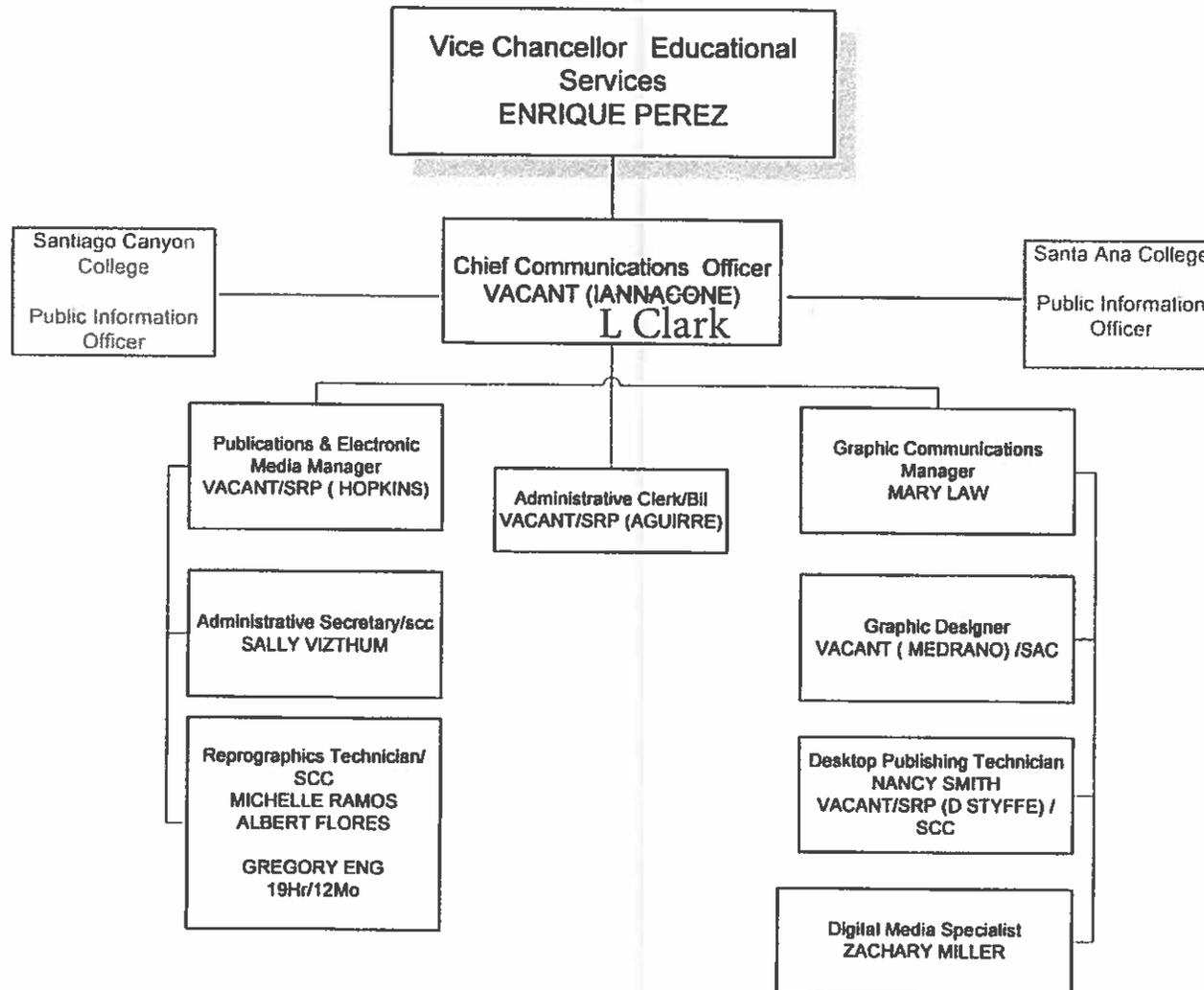
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**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE**



HUMAN RESOURCES - RSCCD  
MAR - 2 2022  
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# Rancho Santiago Community College District PUBLIC AFFAIRS AND PUBLICATIONS



HUMAN RESOURCES - RSCCD

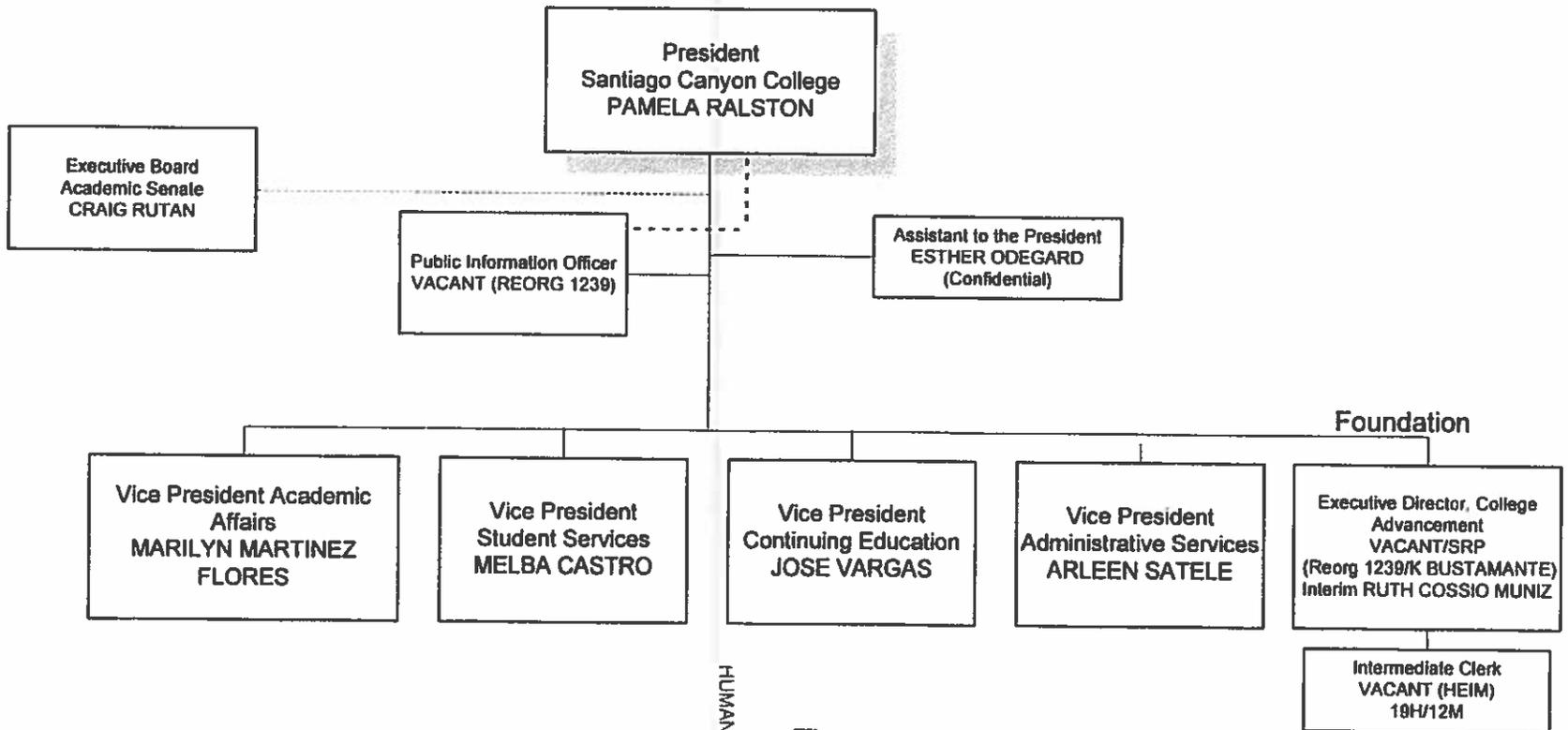
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Proposed

**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE**



HUMAN RESOURCES - RSCCD

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**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6015 Food and Meeting Refreshments**

**Reference(s):**

Education Code 85266  
Warrants for district expense

The Governing Board encourages participation and awareness of district programs and activities through direct personal contact with individuals, community groups, students, staff and professional associations. The Governing Board believes that the serving of refreshments and food at district activities facilitates communication and increases public awareness and public participation in district sponsored meetings, events, activities, and programs.

The Governing Board authorizes the Chancellor, or the Chancellor's designee, to approve the serving of refreshments and/or food at the following meetings or activities:

- Functions for volunteers and retiring employees
- Activities honoring individuals in education
- Educational events sponsored by the Board
- Seminars and workshops sponsored by the Board
- Board appointed committee meetings
- Student and student program recognition ceremonies
- Other activities as designated by the Chancellor

The cost of food and refreshments, which are served at duly authorized activities, shall be paid from district funds and shall meet all legal and district requirements for the expenditures of district funds. **Any use of the Unrestricted General Fund for purchase of food and refreshments should come only from non-apportionment funds.**

**Revised: September 9, 2013 (Previously BP 3103)**  
**Revised: xxxxxxxx, 2022**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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**AR 3720 Information Resources Acceptable Use**

**References**

15 U.S. Code Sections 6801 et seq.  
17 U.S. Code Sections 101 et seq.  
Penal Code Section 502, Cal. Const., Art. 1 Section 1  
Government Code Section 3542.1 subdivision (b)  
16 Code of Federal Regulations Parts 314.1 et seq.  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

**1.0 Purpose and Scope**

The objective of this administrative regulation is to outline the acceptable use of information resources at Rancho Santiago Community College District ("District"). Inappropriate use exposes the District to risks including compromise of network systems and services or legal issues.

This regulation applies to all District students, faculty, and staff and to any other individuals granted use of District information resources. This regulation shall be made available to users of District's Information Resources. This regulation shall not be construed as a waiver of any rights of Rancho Santiago Community College District; nor shall the intention be that it conflicts with applicable federal, state, and local laws.

~~These regulations shall be made available to RSCCD information resource users. These procedures shall not be construed as a waiver of any rights of RSCCD; nor shall the intention be that they conflict with applicable federal, state, and local law; nor do these regulations represent an agreement between the district and the users. The administrator responsible for Information Technology Services shall administer these regulations.~~

**2.0 Information Resources Applicability**

This regulation refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, workstations and associated peripherals, servers, network infrastructure, mobile phones, mobile computing devices, software and all other information resources, regardless of whether used for administration, research, teaching, or other purposes.

### 3.0 **Rights and Privileges**

The District information resources are the sole property of Rancho Santiago Community College District. The District information resources are for District instructional and work-related purposes only.

The District RSCCD reserves all rights, including termination of all access to information resources that it owns and operates. Access and privileges to RSCCD information resources are assigned and managed by ~~the administrators of individual information resources~~ Information Technology Services (ITS) as well as other systems administrators of individual information resources. Users may be authorized to use information resources and be granted appropriate access and privileges following the approval steps prescribed for specific information resources. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

### 4.0 **Responsibilities**

Anyone who uses the District's information resources to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. District's information resources provide access to external networks, including those of public and private sources, which furnish electronic mail, information services, bulletin boards, websites, social media, etc. Users may encounter material that may be considered offensive or objectionable in nature or content. Users shall not transmit or store any illegal, fraudulent, malicious, harassing, or obscene communications and/or content that is encountered. District does not assume responsibility for the contents of any external information resource. District's role in managing these information resources is only as an information carrier. Users of District's information resources must comply with the acceptable use guidelines for external information resources accessed through District's information resources.

Users of District's information resources must never use any information resources to perform an illegal or malicious act. Any user attempting to change in any way the scope of information resource access to which they are authorized shall be regarded as malicious.

Users must not release any individual's (student, faculty or staff) personal information to anyone without proper authorization.

Users of District's information resources must not use such resources in a way that violates federal, state, local or other law, or in a way that violates any District policies.

~~The system administrator of each system sets minimum guidelines within which users must conduct their activities.~~

~~RSCCD information resources are for RSCCD related activities. Anyone who uses the RSCCD's information resources to harass, or make defamatory remarks, shall bear full responsibility for his or her actions.~~

~~RSCCD information resources provide access to external networks, including those of public and private sources, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users may encounter material that may be considered offensive or objectionable in nature or content. Users shall not transmit or store any~~

~~illegal, fraudulent, malicious, harassing, or obscene communications and/or content that is encountered. RSCCD does not assume responsibility for the contents of any external information resource. RSCCD's role in managing these information resources is only as an information carrier.~~

~~No user shall attempt to deliberately degrade the performance of an RSCCD information resource.~~

~~Users of RSCCD information resources must comply with the acceptable use guidelines for external information resources accessed through RSCCD information resources.~~

~~Users of RSCCD information resources must never attempt to transmit, or cause to be transmitted, any communication in which the originator's identity is deliberately concealed (except for those external entities lawfully authorized to do so).~~

~~Users of RSCCD information resources must never use any information resources to perform an illegal or malicious act. Any user attempting to change in any way the scope of information resource access to which they are authorized shall be regarded as malicious.~~

~~Any RSCCD user who becomes aware of a security issue on any information resource is obliged to report the issue to district Information Technology Services. The system must not be used until the system administrator has resolved the security issue.~~

~~System administrators may establish more detailed guidelines and responsibilities, as needed.~~

## **5.0 Copyrights and Licenses**

Users of District's information resources must respect copyrights and licenses to software and other on-line information. Information resources protected by copyright are not to be duplicated in any form, except as permitted by law or by written contract or with permission from the owner or legal holder of the copyright. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. District may require written documentation verifying the user's right to make use of copyrighted materials prior to allowing them to be placed within District's information resources.

In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from information resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

### **Accounts and Passwords**

~~Knowledge of information resource passwords or security bypasses shall not be shared.~~

~~Users must not use an account not assigned to them without express, written permission from the information resource administrator. Users are responsible for the proper use of individual accounts, including but not limited to, proper password protection.~~

~~Knowledge of passwords or bypasses in information resource security shall not be used to damage any information resource, change in any way the authorized scope of information resource access, or otherwise make use of information resources for which proper authorization has not been granted.~~

### **Confidentiality**

~~RSCGD reserves the right to access all content stored on RSCGD information resources.~~

~~In RSCGD information resources, there are two users who have the ability to access accounts and read individual electronic mail: the user to whom the account was issued, and the information resource administrator. While every reasonable attempt will be made to ensure the privacy of user accounts and electronic mail, there is no guarantee that accounts or electronic mail are private. Electronic mail is not 100% secure, nor is it delivered via a 100% secure information resource.~~

~~Student files are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232 (g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of information resources (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).~~

### **Copyright**

~~Information resources protected by copyright are not to be duplicated in any form, except as permitted by law or by written contract with or permission from the owner or legal holder of the copyright. RSCGD may require written documentation verifying the user's right to make use of copyrighted materials prior to allowing them to be placed within RSCGD information resources.~~

### **Violations**

~~A user's information resources privileges may be suspended upon the discovery of violation of these regulations. Violations of these regulations will be dealt with in the same manner as violations of other RSCGD policies and regulations and may result in disciplinary review. In such a review, and as specified in the RSCGD Board Policies and Administrative Regulations, the full range of disciplinary actions is available including the permanent loss of information resource use privileges, dismissal from RSCGD, and legal action. Violations of the above policies may constitute a criminal offense and may be prosecuted under applicable federal, state, and local law.~~

## **6.0 Number of Simultaneous Users**

The number and distribution of copied material must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

## **7.0 Integrity of Information Resources**

Users of District information resources must respect the integrity of computer-based information resources. No user shall attempt to deliberately degrade the performance of a District information resource.

## **8.0 Modification or Removal of Equipment**

Users of District information resources must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

## **9.0 Unauthorized Use**

Users of District Information resources must not interfere with others' access and use of the District computers. This includes, but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient software when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

## **10.0 Unauthorized Programs**

Users of District information resources must not intentionally develop or use programs which disrupt other users of District information resources or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Users of District information resources must ensure that they do not use programs or utilities that interfere with other users of District information resources or that modify normally protected or restricted portions of the system or user accounts. If any unauthorized program(s) is(are) discovered on District resources, the District reserves the right to immediately remove or block access from the system in violation. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

## **11.0 Unauthorized Access**

Users of District information resources must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

## **12.0 Abuse of Computing Privileges**

Users of District information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

## **13.0 Reporting Problems**

Any defects discovered in system accounting or system security must be reported promptly to the Information Technology Services (ITS) Help Desk so that steps can be taken to investigate and solve the problem.

#### **14.0 Accounts and Password Protection**

Users of District information resources are responsible for the proper use of individual accounts, including but not limited to, proper password protection. A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

Any user account that has been identified as compromised (meaning that an unauthorized individual has gained access to the user account) is subject to temporary suspension or deletion until the assigned account user can be validated and appropriate security remediation has been completed.

#### **15.0 Usage**

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

#### **16.0 Electronic Messaging Systems**

The District has multiple electronic messaging systems, including but not limited to, an electronic mail (e-mail) system, instant messaging (IM) and text messaging platforms, messaging utilities within its Learning Management System and multiple other systems that allow messages to be delivered electronically (Electronic Messaging Systems).

Users are responsible for using these technologies responsibly and within the following policies:

- The District's Electronic Messaging Systems are not to be used to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that intentionally embarrass, disparage or disrespect others and their opinions, violate applicable federal, state or other law, violate the District Code of Ethics (Board Policy 7701), Civility policy (Board Policy 7002), the Standards of Student Conduct (Board Policy 5500) or any other District policy, or which constitute the unauthorized release of confidential information.
- The District's Electronic Messaging Systems may not be used to transmit commercial or personal advertisements, solicitations or promotions.
- Sending unsolicited messages is prohibited, including the sending of junk mail or other advertising material to individuals who did not specifically request such material.
- Creating or forwarding chain letters or pyramid schemes of any type is prohibited.
- The District's Electronic Messaging Systems must not be used to create any messages that may be considered offensive or disruptive. Examples of messages deemed to be offensive are any which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.
- Falsifying e-mail headers or routing information so as to obscure the origins of the e-mail or identity of the sender is a violation of this Administrative Regulation.

- Unauthorized access to others' e-mail accounts is prohibited.
- Personally identifiable information must not be e-mailed without encryption.
- Caution must be used when opening e-mail attachments or following hypertext links received from unknown senders, which may contain malware or viral code.
- Any e-mail or message found to contain malware, viral code or categorized as a phishing type message is subject to administrative removal without the consent of the user.
- While every reasonable attempt will be made to ensure the privacy of user accounts and electronic mail, users understand that there is no guarantee that accounts or electronic mail are private. Electronic mail is not 100% secure, nor is it delivered via a 100% secure information resource.
- Users understand that the District email system contains a set of technical tools to protect the security of its data. These tools allow technical staff to manage and secure smart phones and tablets when an email app is used to synchronize District issued email from them. The District uses these technical tools as required to protect the security of its information resources, in accordance with this regulation and as required by District policies and governing law. Users who choose to use an email app to synchronize their District issued email from a personally owned mobile smart phone or tablet may receive a "remote security administration" notification, a request to "allow my organization to manage my device," or a similar message prior to connecting to the District email system. These notifications indicate the presence of the technical tools previously mentioned and how they can potentially be used. However, the District only uses a limited set of standards to ensure basic email security on personally owned devices as a more specifically defined in:  
<https://intranet.rscdd.edu/ITS/Pages/EmailMobileDevices.aspx>  
The District is not able to see phone records, text messages, pictures, browsing history or any personal data stored or sent on personally owned devices and the District will not perform a remote device wipe on personally owned devices unless requested by the device owner. Users agree to allow these technical controls be implemented on their personally owned devices by their choice to synchronize email on them. Users understand that this type of usage is completely voluntary and not required by the District.

#### **17.0 Information Belonging to Others**

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

#### **18.0 User Identification**

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station. However, systems that allow anonymous messaging to protect the identity of the sender are excluded from this provision.

#### **19.0 Political, Personal, and Commercial Use**

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

##### **19.1 Political Use**

District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

## **19.2 Personal Use**

District information resources given to users are provided to assist district employees and volunteers in the performance of their jobs and are intended for business and instructional use. Users are expected to exercise good judgment regarding the reasonableness of personal use of District information resources and assets. Personal use of District information resources and assets should be purely incidental. Incidental personal use should not conflict in any way with business objectives or interests, organizational values, or standards of business conduct.

## **19.3 Commercial Use**

District information resources must not be used for commercial purposes. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

## **20.0 Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Rancho Santiago Community College District information resources which discriminates against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District regulation regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

## **21.0 Computing Standards**

The District maintains a list of approved computing standards, which is located here: <https://rscgd.edu/Departments/Educational-Services/Technology-Advisor-Group/Pages/default.aspx>

Computing Standards have been vetted to ensure compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Computing standards have also been assessed to ensure information security compliance and software compatibility across District technology platforms. District will only procure information resources within established computing standards. Use of information resources outside of computing standards cannot be guaranteed to satisfy accessibility and information security regulations. As such, exceptions may be prohibited and shall be reviewed by Information Technology Services on a case-by-case basis. These computing standards are applicable to technology procured by the District and not to personally owned devices.

## **22.0 Disclosure**

### **22.1 No Expectation of Privacy**

The District Reserves the right to monitor all use of the District information resources and access all content stored in its systems to troubleshoot system

problems, disruptions or outages and to assure compliance with these policies. Suspected inappropriate use of systems by individuals may also be investigated in order to protect the organization. Users should be aware that they have no expectation of privacy in the use of the District information resources or in anything they store, create, send, or receive on a District information resource. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this regulation and the integrity and security of its systems or as allowed by law.

**22.2 Possibility of Disclosure**

Users must be aware of the possibility of unintended disclosure of communications.

**22.3 Retrieval**

It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**22.4 Public Records**

The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District information resources must be disclosed if requested by a member of the public.

**22.5 Litigation**

Computer transmissions and electronically stored information may be discoverable in litigation.

Student files are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of information resources (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

**23.0 Title IV Information Security Compliance**

The Gramm-Leach-Bliley Act requires entities that participate in Title IV Educational Assistance Programs to develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to the entity’s size and complexity. As a participating entity, the District has adopted Board Policy 3730 Information Security – Logging and Monitoring and associated Administrative Regulations to guide its information security program. Users of District information resources shall become familiar with Board Policy 3730 and its associated Administrative Regulations as they provide further guidance on acceptable use of District information resources.

**24.0 Violations**

Users’ information resources privileges may be suspended upon the discovery of violation of this regulation. Violations of this regulation will be dealt with in the same manner as violations of other District policies and regulations and may result in disciplinary review. In such a review, and as specified in the District’s Board Policies

and Administrative Regulations, the full range of disciplinary actions is available including the permanent loss of information resource use privileges, dismissal from the District, and legal action. Violations of these policies may constitute a criminal offense and may be prosecuted under applicable federal, state, and local law.

Those detecting violations of this Administrative Regulation must report the violation to their direct manager immediately, who will verify the nature of the violation and report it to the Information Technology Services (ITS) Help Desk and/or Human Resources and/or Admissions and Records, as appropriate.

**25.0 Dissemination and User Acknowledgement**

All users of District information resources shall be provided copies of the procedures and be directed to familiarize themselves with them. All users must review and acknowledge their understanding of these procedures on a regular basis. Human Resources (HR) will provide the Administrative Regulation and acknowledgement links to new staff upon hire. Admissions and Records will provide the Administrative Regulation and acknowledgement links to new students. Vendors and contractors will be provided a copy of these procedures in Purchase Orders and/or contract clauses.

A "pop-up" screen addressing appropriate portions of these procedures shall be installed on all applicable systems to inform existing students and staff, vendors, guests and other users. The "pop-up" screen shall appear prior to accessing applicable systems. Continued usage of these systems shall constitute users' continued acknowledgement and acceptance of compliance with these procedures. Students and staff shall sign and date the acknowledgement and waiver included in this in this regulation stating that they have read and understood this regulation and will comply with it. This acknowledgement and waiver shall be in the form as follows:

**Information Resources Acceptable Use Agreement (sample language)**

I have received and read a copy of AR 3720 Information Resources Acceptable Use on ( ) and recognize and understand the guidelines. I agree to abide by the standards set in the procedures established in AR 3720 for the duration of my employment or enrollment. I am aware that violations of this Information Resources Acceptable Use AR may subject me to disciplinary action, including but not limited to revocation of my network account up to and including termination, expulsion and/or prosecution for violations of State or Federal law.

Name: \_\_\_\_\_  
Employee or Student ID: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Responsible Manager:** Assistant Vice Chancellor, Information Technology Services

**Adopted:** August 11, 2014 (Previously AR 7000)

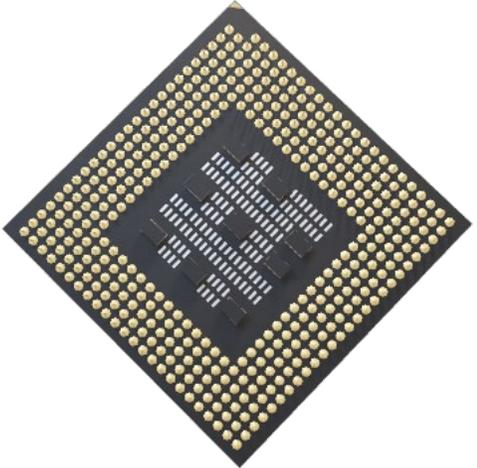
**Revised:** xxxxxxx, 2022



# Information Technology Services



# Updates to AR 3720



District Council, June 6, 2022



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# Agenda

1. Background on AR 3720
2. Reasons for the updates to AR 3720
3. Sources for the updates to AR 3720
4. Process timeframe
5. Highlight of changes
6. Q/A



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# Background on AR 3720

## Purpose

### Why?

- To outline the acceptable use of information resources
- To educate and train
- Reduce District liability (Copyrights, commercial use on .edu domains, Title VII, Title IX, title IV info security compliance)
- AR 3720 is a legally advised AR for all CA CCDs by the CCLC

## Scope

### Who?

- Applies to all District:
  - Students, faculty, and staff
  - All others granted use of District information resources

## Information Resources

### What?

- Applies to all:
  - Computer and computer communication facilities owned, leased, operated, or contracted by the District:
    - PCs, workstations and associated peripherals, servers, network infrastructure, mobile phones, mobile computing devices, software, etc.
    - Whether used for administration, research, teaching, or other purposes.



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# Reasons for the updates to AR 3720

- Last update occurred seven years ago (Aug 2014)
- Current AR does not specifically define who it applies to
- Current AR does not specifically define what technology and equipment it applies to
- Current AR is not distributed to employees/students to acknowledge
- Current terms of use for vendors, guests, civic center users and others are not standard or present
- Current AR lacks more detailed guidance on use of email and messaging systems, commercial use, information security and other federal and state regulations



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# Sources for the updates to AR 3720

## The updated language comes from three sources:

### CCLC

- RSCCD subscribes to service that provides templates for BPs and ARs for CA CCDs
- Policies are legally-vetted by Liebert Cassidy Whitmore (LCW)
- Subscription provides annual legal updates to RSCCD
- Most existing RSCCD BPs and ARs come from these templates
- Most recent update to AR 3720 is from April, 2020

### CCC Information Security Center

- Offers services to CCC campuses designed to maintain the integrity of information systems
- Includes BP and AR templates

### Local practices

- Based on feedback from students, faculty, staff



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# Process timeframe

April 2022

- Updates drafted and reviewed by ITS Management
- Reviewed by HR
- Reviewed by A&R (SAC & SCC, Credit & Noncredit)
- First review by Chancellor's Cabinet
- Reviewed by Vice Presidents, Research (SAC & SCC), Fiscal & HR AVCs
- First reading by Faculty, Classified, Administrators and Students at TAG (SAC, SCC and DO)

May 2022

- Second reading and recommendation by Faculty, Classified, Administrators and Students at TAG (SAC, SCC and DO)
- Second review by Chancellor's Cabinet
- Technology Committees at SAC and SCC to be informed

June 2022

- Scheduled for review and approval at District Council



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# Highlight of changes

- Specifically defines who it applies to:
  - *“This procedure applies to all District students, faculty, and staff and to any other individuals granted use of District information resources.”*
- Specifically defines what technology and equipment it applies to:
  - *“... It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, workstations and associated peripherals, servers, network infrastructure, mobile phones, mobile computing devices, software and all other information resources, regardless of whether used for administration, research, teaching, or other purposes.”*



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# Highlight of changes (Continued)

- Refers to lawful use:
  - *“Users of District’s information resources must not use such resources in a way that violates federal, state, local or other law, or in a way that violates any District policies.”*
- Defines the following:
  - *Unauthorized Use (Section 9.0)*
  - *Unauthorized Programs (Section 10.0)*
  - *Unauthorized Access (Section 11.0)*



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# Highlight of changes (Continued)

- Defines the meaning of Electronic Messaging Systems:
  - *“The District has multiple electronic messaging systems, including but not limited to, an electronic mail (e-mail) system, and provides instant messaging (IM) and text messaging platforms, messaging utilities within its Learning Management System and multiple other systems that allow messages to be delivered electronically (Electronic Messaging Systems).”*
- Emphasizes applicability of existing policies on expected behavior to Electronic Messaging Systems:
  - *“The District’s Electronic Messaging Systems are not to be used to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that intentionally embarrass, disparage or disrespect others and their opinions, violate applicable federal, state or other law, violate the District Code of Ethics (BP 7001), Civility policy (BP 7002), the Standards of Student Conduct (BP 5500) or any other District policy, or which constitute the unauthorized release of confidential information.*



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# Highlight of changes (Continued)

- Emphasizes applicability of Title VII, Title IX on Electronic Messaging Systems:
  - *“The District’s Electronic Messaging Systems must not be used to create any messages that may be considered offensive or disruptive. Examples of messages deemed to be offensive are any which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.”*



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# Highlight of changes (Continued)

- Discloses District ITS Access to personally owned smart phones/tablets when used to synchronize District email:
  - *“Users understand that the District email system contains a set of technical tools to protect the security of its data. These tools allow technical staff to manage and secure smart phones and tablets when an email app is used to synchronize District issued email from them. The District uses these technical tools as required to protect the security of its information resources, in accordance with this procedure and as required by District policies and governing law.”*



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# Highlight of changes (Continued)

- Clarifies District ITS Access to personally owned smart phones/tablets when used to synchronize District email:
  - *“The District is not able to see phone records, text messages, pictures, browsing history or any personal data stored or sent on personally owned devices and the District will not perform a remote device wipe on personally owned devices unless requested by the device owner. Users agree to allow these technical controls to be implemented on their personally owned devices by their choice to synchronize email on them. Users understand that this type of usage is completely voluntary and not required by the District”*



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# Highlight of changes (Continued)

- Guides and defines appropriate use and prohibited activities:
  - *Political use (Section 19.1)*
  - *Personal Use (Section 19.2)*
  - *Commercial Use (Section 19.3)*
- Emphasizes applicability of Title VII in the usage of all Information Resources:
  - *Nondiscrimination (Section 20.0)*



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# Highlight of changes (Continued)

- Explains required disclosures and privacy:
  - *No Expectation of Privacy (Section 22.1)*
  - *Possibility of disclosure (Section 22.2)*
  - *Retrieval (Section 22.3)*
  - *Public Records (Section 22.4)*
  - *Litigation (Section 22.5)*
- Covers Title IV Information Security requirements:
  - *Title IV Information Security Compliance (Section 23.0)*



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# Highlight of changes (Continued)

- Explains the consequences of violations:
  - *Violations (Section 24.0)*
- Ensures AR is distributed to employees/students to acknowledge:
  - *Dissemination and User Acknowledgment (Section 25.0)*
  - *By HR to employees*
  - *By A&R to students*
  - *Via pop-up screen to existing users*
- Standardizes terms of use for vendors, guests, civic center users and others:
  - *Wi-Fi guest access splash screen*
  - *To be referred to in Civic Center Use, AR 6700*
  - *Discussing with Purchasing to add to Purchase Orders*
  - *Discussing with Risk Management to add to Professional Services Agreement (PSA) template*



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Q/A



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