



Rancho Santiago Community College District
District Council Meeting

November 7, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/96649878056>

669-900-6833 / 966 4987 8056

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

Contact Debra Gerard at gerard_debra@rscgd.edu to obtain passcode.

Agenda

- | | |
|---|----------|
| 1. Call to Order/Update | Martinez |
| 2. Approval of Minutes - ACTION | Martinez |
| a. October 3, 2022 Meeting | |
| 3. Board Policies/Administrative Regulations - ACTION | Ingram |
| a. BP 6250 Budget Management | |
| b. AR 6305 Reserves | |
| 4. People & Culture - ACTION | Hou |
| a. Reorg #1306 – DO/Facilities – Business Services | |
| b. Reorg #1308 – DO/Business Services | |
| c. People & Culture – Management Fellow | |
| 5. Parking Update | Ingram |
| 6. Planning Update – District Council – ACTION | Martinez |
| a. Review and Reaffirmation – Purpose/Membership/
Roles & Responsibilities | |
| b. Review of 2020-2022 Goals – identify accomplishments | |
| c. 2022-2023 Goals – create new goals | |
| 7. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Davis |
| b. Human Resources Committee | Hou |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |

- a. Academic Senate - SAC
- b. Academic Senate - SCC
- c. Classified Staff
- d. Student Government - SAC
- e. Student Government – SCC

Isbell
Rutan
Martin
Fernandez
Green

Next Meeting: December 5, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

October 3, 2022

Members:	Marvin Martinez	Present
	Alex Davis	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	William Nguyen	Present
	Michael Taylor	Present
	Tara Kubicka-Miller	Present
	Sheryl Martin	Present
	Jonae Varela	Present
	Zina Edwards	Present
	Melani Fernandez	Present
	Michael Green	Present
Guest:	Mikaila Brown	

1. Call to Order/Update
 - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:30 p.m. followed by a roll call of members.
2. Approval of Minutes
 - a. August 29, 2022 Meeting - It was moved by Ms. Martin, seconded by Mr. Isbell and, by roll call vote, carried with a minor correction to approve the minutes of the August 29, 2022 meeting.
3. SRP Update
 - a. Vice Chancellor Ingram presented a summary of the SRP positions and those that were replaced. Discussion ensued. Additional information was requested about positions hired and lost by Ms. Martin. Ms. Martin will send an email request with the specific information requested so that a response can be prepared for the November 7, 2022 meeting.

4. People & Culture

- a. Approval of Job Description – Management Fellow: Vice Chancellor Hou presented the proposed job description which was created for a pilot program People & Culture will be funding for one year and that can be expanded district-wide. Discussion ensued. It was moved by Mr. Isbell, seconded by Mr. Perez and carried with an abstention by Mr. Ho to approve the Management Fellow job description.
- b. Approval of Reorg #1300 – DO/Ed Services/Safety & Security: Ms. Ingram presented the reorg which moves the Safety & Security department under the Business Services Division. It was moved by Ms. Ingram, seconded by Mr. Nguyen and carried unanimously to approve Reorg #1300.

5. Diversity Report

- a. Vice Chancellor Hou introduced Dr. Mikaila Brown, Assistant Vice Chancellor – Chief Diversity and Social Impact Officer who was attending the meeting as a guest. Mr. Hou then presented the diversity report he gave to the board of trustees at the recent Board Retreat. District Council members received clarification on the information presented.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Dr. Davis reported that the September meeting was cancelled. The next meeting will be held on October 26, 2022.
- b. Human Resources Committee (HRC)
Mr. Hou reported on September 14, 2022 meeting. The next meeting will be held on October 12, 2022.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the September 21, 2022 meeting. The next meeting will be held on October 19, 2022.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the September 7, 2022 meeting. The next meeting will be held via email on October 5, 2022.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the September 1, 2022. The next meeting will be held on October 6, 2022.

7. 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 advised there was no report.
- d. Student Government/SAC: Melanie Fernandez reported on the SAC ASG activities.
- e. Student Government/SCC: Michael Green reported on the SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, November 7, 2022.

Meeting Adjourned: 2:50 p.m.

Approved: November 7, 2022

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

BP 6250 Budget Management

Reference(s):

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Due to the significant funding variability and uncertainty related to the Student Centered Funding Formula and the recommendation by the California Community College Chancellor's Office to adopt a policy aiming to align reserve balances to recommendations by the District's unrestricted general reserves shall be no less than 12.5% of total expenditures. (The Government Finance Officers Association (GFOA) recommends to maintain a reserve of no less than two months of regular total general fund operating revenues or regular general fund operating expenditures, the District sets this target as a goal to be achieved over time, but in no case will the reserve become less than 12.5%. and Schools Services of California recommends a minimum 10% reserve level.)

Once this goal is met, No appropriation to any expenditure classification shall be made from this reserve without a two-thirds vote of the Board of Trustees. In the event the reserve becomes less than two months of total general fund operating expenditures 12.5%, the Chancellor shall, within 120 days, implement a plan to replenish the reserve to at least two months of total general fund operating expenditures 12.5%.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

Revised: July 21, 2014 (Previously BP3204 and BP3205)
Revised: February 25, 2019
Revised: XX, 2022

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

AR 6305 Reserves

Per the Board of Trustees and Board Policy 6250, the district has established a goal for its fund balance ~~to be shall~~ maintained at a minimum two months of total general fund operating expenditures twelve and a half percent (12.5%) reserve for contingencies which may occur in the course of the fiscal year. This reserve shall be known as the Board Policy Contingency.

Once this goal is met, ~~The~~ Vice Chancellor of Business ~~Operations and Fiscal~~ Services and the Assistant Vice Chancellor of Fiscal Services shall monitor the reserves so that it maintains a minimum two months of total general fund operating expenditures, but in no case will the reserve become less than 12.5% twelve and a half percent (12.5%) balance.

In the event the Board of Trustees determine a need to allocate a portion of the Board Policy Contingency and this reserve becomes less than two months of total general fund operating expenditures 12.5%, the Chancellor shall, within 120 days, present a plan to replenish the one-time draw down of the reserve to at least two months of total general fund operating expenditures 12.5%. This replenishment plan will be discussed through the normal participatory governance process and will include details on the amount required and timeline for replenishing the reserve.

The Board of Trustees must approve utilization of monies from the reserve for contingencies (Board Policy Contingency) by a two-third majority vote.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised: November 2, 2015 (Previously AR 6200)
Revised: August 1, 2016
Revised: April 1, 2019
Revised: **XX, 2022**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1306
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: District Office/Facilities/Business Services

Manager/Supervisor: Carri M. Matsumoto/Iris I. Ingram

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
District Support Services Supervisor (SERP/Vacant Eliminated)	Lead Custodian NEW
	Facilities Systems Manager NEW (Grade G)

Current annual salary/benefits cost \$ 183,790.80 Proposed annual salary/benefits cost \$ ~~294,974.04~~ \$307,831.43
Specify budget impact – include exact amounts or the best available estimate and the source of funding: (Revised 9/8/22 see attached)

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-653000-54133-2130 & 11-0000-710000-54132-2110
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

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.

See attached.

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

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

Submitted by (District Cabinet Member): *Carri Matsumoto* Date: 8/10/2022

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>AW</i></u> AW Chengyu Hou (Oct 11, 2022 12:44 PDT)	Business Operations & Fiscal Services (Signature/Date): <u><i>TN</i></u> TN Adam O Connor (Oct 12, 2022 10:28 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><i>DG</i></u> DG Marvin Martinez (Oct 17, 2022 12:04 PDT)
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
REORGANIZATION REQUEST - September 2022 (Revised)**

	Proposed		
	Current Cost	Reorg Cost	Net Amount
District Support Services Supervisor (SERP/Vacant Eliminated)	183,790.80		
Lead Custodian		97,348.97	
Facilities Systems Manager (New Position)		210,482.46	
	<u>183,790.80</u>	<u>307,831.43</u>	<u>(124,040.63)</u>

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE:	Lead Custodian		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Lead Custodian- (8 & 3)	\$ 4,535.15	12	\$ 54,421.79

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	13,806.81	
SOCIAL SECURITY	6.200%	3,374.15	
MEDICARE	1.450%	789.12	
UNEMPLOYMENT	0.500%	272.11	
WORKERS COMP	1.500%	816.33	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 19,058.52	\$ 19,058.52
TOTAL SALARY & BENEFIT COST			\$ 73,480.31

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 54,421.79	48.98	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,223.91	\$ 22,223.91

TOTAL COST OF POSITION	\$ 97,348.97
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BENEFITS =	\$ 42,927.18
BENEFIT COST AS A PERCENT OF CONTRACT =	78.88%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - MANAGEMENT CONTRACT

POSITION TITLE	Facilities Systems Manager (New Position)		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Vacant (G & Step 4)	\$ 11,226.40	12	\$ 134,716.83

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	34,177.66	
SOCIAL SECURITY	6.200%	8,352.44	
MEDICARE	1.450%	1,953.39	
UNEMPLOYMENT	0.500%	673.58	
WORKERS COMP	1.500%	2,020.75	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 47,177.82	\$ 47,177.82
TOTAL SALARY & BENEFIT COST			\$ 181,894.65

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 134,716.83	121.25	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,947.43	\$ 24,947.43

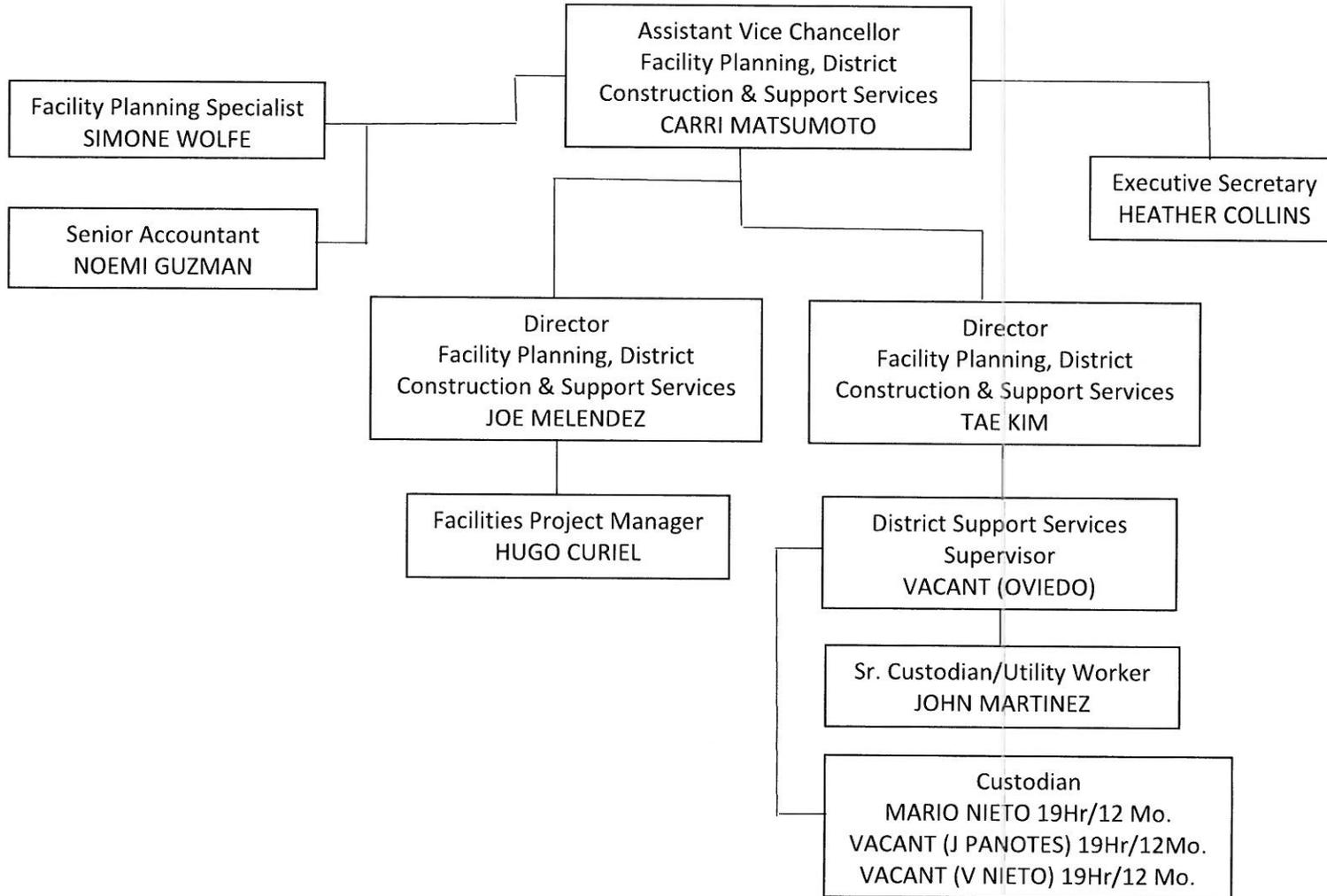
TOTAL COST OF POSITION	\$ 210,482.46
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BENEFITS =	\$ 75,765.63
BENEFIT COST AS A PERCENT OF CONTRACT =	56.24%

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

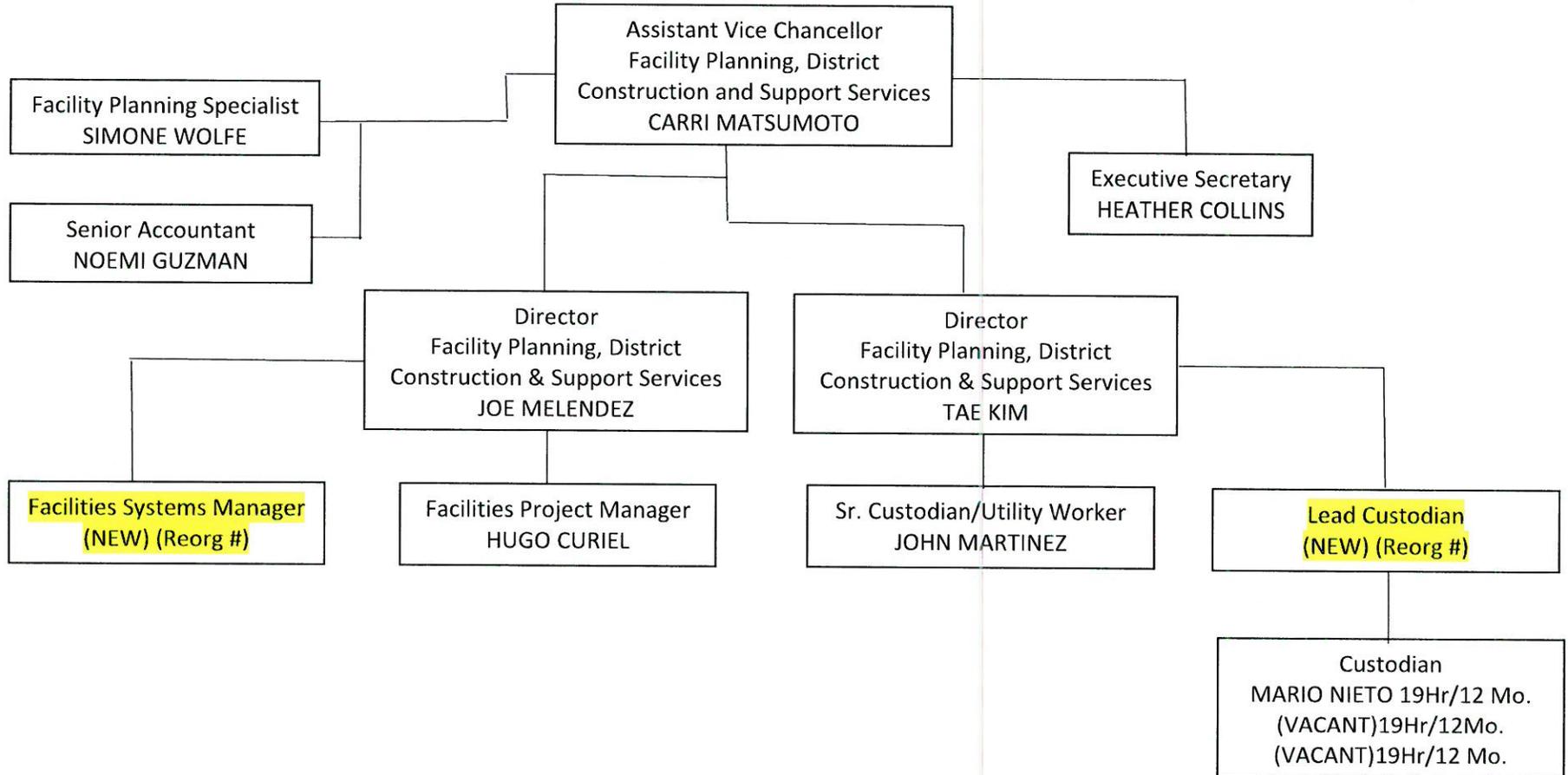
Rancho Santiago Community College District
Business Services
Facility Planning, District Construction & Support Services

CURRENT



Rancho Santiago Community College District
Business Services
Facility Planning, District Construction and Support Services

Proposed



Reorganization Request #

RSCCD 2021-2022 Cost of Position

COST OF NEW POSITION - MANAGEMENT CONTRACT

POSITION TITLE	District Support Service Supervisor		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Alex Oviedo (I & 7)	\$ 10,005.083	12	\$ 120,061.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	27,505.98	
SOCIAL SECURITY	6.200%	7,443.78	
MEDICARE	1.450%	1,740.88	
UNEMPLOYMENT	0.500%	600.31	
WORKERS COMP	1.500%	1,800.92	
ACTIVE RET. INS. COST	2.000%	2,401.22	
TOTAL TAX & BENEFIT COST	34.560%	\$ 41,493.09	\$ 41,493.09
TOTAL SALARY & BENEFIT COST			\$ 161,554.09

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,070.00	
SOCIAL SECURITY	6.200%	190.34	
MEDICARE	1.450%	44.52	
UNEMPLOYMENT	0.500%	15.35	
WORKERS COMP	1.500%	46.05	
ACTIVE RET. INS. COST	2.000%	61.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,427.66	\$ 3,427.66

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 120,061.00	108.05	
MEDICAL INSURANCE (see below)		18,701.00	
TOTAL INSURANCE COST		18,809.05	\$ 18,809.05

TOTAL COST OF POSITION	\$ 183,790.80
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BENEFITS =	\$ 63,729.80
BENEFIT COST AS A PERCENT OF CONTRACT =	53.08%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

FACILITIES SYSTEMS MANAGER

CLASS SUMMARY

Under administrative direction, performs management duties in the District's Facilities Planning, District Construction and Support Services department and may report to the Assistant Vice Chancellor or Director of Facility Planning, District Construction and Support Services. The Facilities Systems Manager is responsible for managing building systems and projects as assigned which includes: planning, supervising, coordinating, overseeing duties related to the the maintenance, testing, inspection and repairs to building systems across district facilities with primary responsibility for managing the fire life safety protection systems districtwide.

SPECIFIC RESPONSIBILITIES

Coordinates, schedules, oversees, supervises and manages districtwide, the fire protection services which includes testing, inspection, maintenance and repairs of systems and equipment to ensure proper functionality and working operations.

Conducts such work in an organized, orderly, thorough, and professional manner.

Develops, plans, updates, implements, and monitors the District's Fire Management Protocol that addresses multiple fire alarm and fire life safety systems throughout various District properties. District equipment and systems include, but are not limited to: fire alarm panels, smoke detectors, heat detectors, manual pull stations, horn/strobe components, area speakers, duct smoke detectors, fire dampers, combo smoke/fire dampers, mass notification systems, fire water pumps, fire riser assemblies, dual check detector assemblies, position-indicating valves, sprinklers, kitchen fume hood systems, smoke control doors and grills, and other specialty systems such as, fire suppressant systems and smoke evacuation systems, etc..

Coordinates with local fire authorities, public agencies, and third-party vendors to ensure compliance with the District's Fire Management Protocol.

Review districtwide by site, current existing schedule of preventative maintenance, testing, and repair work scheduled for any of the related fire alarm and fire life safety systems. Determine an appropriate schedule for preventative maintenance work and testing associated with such alarms and systems.

Determine code required testing of fire protection systems and frequency of testing. Assess and determine if any deficiencies need to be taken and corrective action measures.

Consult, coordinate and communicate with Campus Safety and other departments districtwide for effective and thorough communication and collaboration. Ensure all stakeholders are properly engaged and understand their roles and responsibilities in fire management and protection of life and property and the schedule for all fire alarm and fire life safety systems testing, inspections and repairs.

Responsible for on-going continued management of third-party vendors (their inspections and repair work) and coordination with campus maintenance personnel.

Provide clear direction, information and support to various personnel and third-party vendors to make sure they understand their roles, responsibilities, scope of work and all contract requirements.

Develop, manage, coordinate and facilitate any training if needed on behalf of the department, for personnel at various District sites.

Maintain and manage a districtwide building inventory of the fire-resistance-rated construction, inspections. Oversee the assessment, any necessary inspections, development of the inventory records and ensure compliance to maintain appropriate records of the rated systems districtwide. Coordinate with college maintenance staff, other departments (i.e. Information Technology Systems) and sites to ensure this inventory is completed, updated regularly and maintained appropriately.

In coordination with Campus Safety, plan and conduct fire drills to gauge system readiness and preparedness.

Develop, manage and update fire safety emergency procedures, fire safety evacuation plans, emergency fire watch procedures, and first responder coordination procedures in coordination with Campus Safety, so that occupants know what to do and where to go in the event of an emergency. Ensure plans are adequate and well-developed for safe and timely evacuations and emergency response.

Review maintenance contracts for thoroughness and adequacy. Prepare Request for Proposals (RFP), Solicitations of Quotes (SOQ), and Public Bids for testing, inspection, repair and maintenance of fire safety systems and assist in reviewing proposals and provide recommendations to the District. Assist in bid preparation for projects. Understanding of bid document requirements, review of contractual language, notices of advertisement, specifications, and plan drawings.

Supervise staff, and consultants, projects and activities to ensure projects are delivered in an effective, timely and responsible manner. Take necessary corrective actions and propose improvements as necessary.

Ensure compliance with applicable laws, codes, rules, regulations and District policies and Administrative Regulations, and/or District standards and procedures.

Inspect, monitor, verify and review work of consultants, contractors and vendors. Ensure performance and quality of work is per contract and specified appropriately.

Undertake record keeping and project document controls to ensure files are properly provided, updated, retained and archived. Such records include but are not limited to: inspections, assessments, tests, repair work and/or replacement, work orders, certifications, etc.

Identify proper scope of work for various types of projects and outline proper course of action to complete the project from inception to completion.

Develop, monitor and oversee project schedules and budgets. Undertake calculations, develop tables, charts and spreadsheets for project and vendor accounting. Evaluate and review budgets, costs and expenditures to identify areas of discrepancy or concern not within industry standards.

Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.

Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation and contract conformance review.

Attend a variety of meetings and participate in district-wide meetings as required.

Ability to review systems and information to determine best practices, best products and applications as well as other technologies that may maximize the efficient use of resources.

Establish and evaluate District standards for materials, equipment, systems, and or other as deemed appropriate and necessary on an on-going basis.

Develop, follow and implement procedures and best business practices.

This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of building management of systems related to fire protection and fire life safety under the supervision of the Director or Assistant Vice Chancellor dependent upon workload. Such assistance may also include activities or duties related to building management, energy management and sustainability, planning activities, department maintenance and operations, construction, repair, replacement, renovation of facilities, equipment, systems and buildings to address district building system components identified by the Department. Other duties may include project management of minor maintenance and repair projects from inception, planning, design, agency approvals, bidding, construction and close-out/completion.

DESIRABLE QUALIFICATIONS GUIDE

TRAINING AND EXPERIENCE

Bachelor's degree in engineering, fire protection engineering, fire sciences, or related engineering field, architecture, construction management or other facilities related degree related to area of assignment is required; plus five years of experience within the last eight years in relevant areas noted.

KNOWLEDGE

Knowledge of building codes including, the National Fire Protection Act (NFPA), California Fire Code (CFC), mechanical and electrical codes, and Division of State Architect (DSA) regulations and bulletins.

Knowledge of building fire protection standards, system types (fire alarm, dampers, dry/wet, standpipes, deluge, fire hydrants, and fire suppression), sequence of operations, emergency procedures, evacuation plans, emergency fire watch procedures, and first responder coordination procedures.

Knowledge and experience with public works contracts, bidding process and applicable laws. Ability to conduct job walks, review bidder information and documents, and verify and make recommendations on bid awards.

Demonstrated experience in managing fire protection systems (i.e. fire alarms, sprinklers, etc.) and maintenance of such systems.

Demonstrated experience in effective management skills to accomplish work (i.e. methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, supplies related to facilities and building maintenance).

Knowledge of safety practices, procedures and precautions. Ability to comply with various safety and hazardous materials training requirements.

Knowledge of local, state and federal laws governing construction of community college facilities and the Division of State Architect requirements.

Knowledge and experience with other low voltage systems, digital network systems, building management systems, energy management, sequence of operations, system types, building standards, and familiarity with work order systems is preferred.

Knowledge of design process, design phases, design management, school construction, coordination of sub-consultants, the steps necessary for proper project management and accountability, including, current construction costs and practices is preferred.

Experience working in a California community college facilities management position is preferred.

Familiarity with District operations, organization and policies experience is preferred.

Possesses strong interpersonal skills and ability to establish and maintain productive working relationships.

Possession of a valid California driver's license is required.

ABILITIES

Communicate effectively orally and in-writing with diverse constituencies within and outside of the district; read, interpret and evaluate construction plans and specifications, including, laws, policies, regulations and contracts; ability to review, update and apply district standards in practice; manage multiple tasks and schedules concurrently; evaluate the quality of work performed by contractors, consultants and vendors; review and manage contracts; ability to develop Request for Qualifications, Solicitations for Quotes and bid documents; ability to keep records in compliance with department's electronic filing system; ability to utilize and operate CADD system or other plan/drawing software systems and work order systems; interact with others with patience and courtesy; drive a vehicle to conduct work and visit multiple building locations; available to work off-hours, late shifts, weekends and holidays to supervise and manage required work activities. Ability to climb a ladder and look above-ceiling tiles, inspect various equipment, and access roof-top equipment.

LEAD CUSTODIAN

CLASS SUMMARY

Under direction – leads custodial staff, assists in the evaluation and scheduling of the custodial staff, performs custodial duties, performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Leads, inspects, and assists a crew of custodial personnel and students engaged in the cleaning of campus facilities; instructs subordinate employees in the proper and safe use of materials and equipment; moves and arranges furniture, equipment and supplies; inspects buildings to determine if proper custodial methods are being followed and standards maintained; confers with manager regarding employees; evaluates cleaning products; maintains daily time records; checks and implements schedules for employees; keeps simple records.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Custodial Supervisor and leads a staff of custodians and students workers assigned to the night or day shifts.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Three years of increasingly responsible experience in custodial work.

Knowledge and Abilities

Knowledge of: the methods, materials, supplies, and equipment used in custodial work; the methods and principles of leadership and training; the sources of information for custodial methods, equipment, and materials.

Ability to: train and lead personnel; ability to follow oral and written directions; ability to work cooperatively with administrative and supervisory personnel, custodial staff, instructors, students, and others; ability to keep simple records.

Physical Requirements: performs regular custodial duties which require climbing, stamina and some heavy lifting.

License: a valid California Motor Vehicle Operator's License.

FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
Fire Protection Services Projected Budget (July 2022 - June 2023)
Fund 11

Fire Protection Services									
Contract/Service	2022/2023 Rate	SAC	SCC	CEC	OCSRTA	DMC	DO	Remote Monitoring Svcs (All Campuses)	Total Estimated Cost
Cosco (existing contract)	187,200	\$ 111,050.00	\$ 35,530.00	\$ 7,290.00	\$ 8,810.00	\$ 5,590.00	\$ 5,820.00	\$ 13,110.00	\$ 187,200
Allowance Repairs (existing in Cosco contract)	273,488								\$ 273,488
New Facilities Systems Manager (reorg request)	226,607								\$ 226,607
Yearly Total									\$ 687,295

Staffing - Districtwide		
Contract/Service	2022/2023 Rate Districtwide	Total Cost
P2S (existing contract)	260,000.00	\$ 260,000
DSA Inspector (Joe Dimaggio, existing contract)	100,000.00	\$ 100,000
Yearly Total		\$ 360,000

Fire protection services consultant
 Fire rated building inspection/code to be enforced effective Jan.2023

Combined Yearly Total Needed 1,047,294.71

Note: This total excludes any major repairs required after we complete an inventory of all the fire rated building locations and discover any deficiencies.



Building the future through quality education

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Santa Ana College • Santiago Canyon College

INTER-OFFICE MEMORANDUM

DATE: May 19, 2022

TO: Iris I. Ingram, Vice Chancellor

FROM: Carri Matsumoto, Assistant Vice Chancellor of Facilities Planning, District Construction & Support Services

RE: Department Reorganization Request

The Facilities Department is requesting a reorganization based on changes in assignment of work and lack of custodial assistance at the District office. I have three departments under my supervision: Facility Planning, District Construction & District Office Support Services. In June of 2021, our Department had an unexpected retirement of Alex Oviedo, the late shift District Support Services Supervisor, which resulted in an unsupervised late shift of 3 permanent part time custodians. By eliminating this position from my Department, this has resulted in an annual savings of **\$183,790.80**.

However, this has come with consequences. Joe Melendez and myself have had to cover extra shifts in supervising the last shift custodial staff, and we have had to absorb the daily responsibilities of all maintenance and operations for the building which has resulted in longer daily hours and impacted our supervision of the capital facilities and construction departments. This is no longer sustainable.

Additionally, on July 1, 2022, District Campus Safety is transferring responsibilities for oversight and management related to fire life protection services, which used to be at the colleges until its recent transition to District Campus Safety in 2020. Furthermore, the code will be enforced effective January 2023 wherein the District must have proof of an inventory blue print of all fire rated walls in every building tagged and accounted for in the event an inspector arrives on campus and for any work to proceed in buildings. The Colleges must produce these records. Our research of records indicate that this inventory has not been completed in totality for the District and these records must be completed and updated on a regular basis. Therefore, with such a transition of responsibility, this now makes my department responsible for maintenance tasks related to fire life protection services which includes: testing, inspection, repairs and other modifications as needed.

Background Custodial Operations:

The Facilities Department includes 3 departments: a) Facilities Planning, b) District Construction and c) Support Services (Maintenance and Operations for the District Office building only). As a result of the loss of this supervisor position, we have been short late shift custodial supervision which occurs from 12:00 pm-9:00 pm and 11:00 am to 7:30 pm depending on day of the week, including maintenance oversight of the building. The part time custodians are scheduled to work 19 hours each per week in the evening. These shifts are not easily changed as one of the part time custodians has a full-time job during

the day. Additionally, we are short one part-time custodian as this individual is currently filling in as a full-time substitute temporarily at the DMC until the end of June 30, 2022. Therefore, we have been managing with part-time substitutes for the one position, but still run short on filling all custodial duties during the day. It has been a challenge to get substitute custodians on our list and we are managing as best we can as many of these individuals also have full time jobs during the day.

The 4-story building was originally constructed in 1969, renovated in 1998 and gross square footage is 54,784. The daily cleaning demand square footage in the building is **47,268 and recommended custodial staffing is for 17.7 hours per day** based on the use and operations in the building. The District Operations building is a high maintenance facility due to its hours of use, number of occupants, 4 levels/floors, and age of the building.

Our actual custodial staffing on Mondays, Tuesdays and Wednesdays totals 11.25 hours, or **63%** of the recommended custodial staff needed. On Thursdays and Fridays, the custodial service drops to **39.5%** of the recommended level. When an employee is absent on a Thursday or Friday, the labor drops as low as **19.8%** of the recommended staffing. Based on the "levels of cleanliness" criteria developed by the Association of Physical Plant Administrators, we provide a Level 2 (out of 5 levels) cleaning service, in spite of our daily custodial staffing deficit. Level 1 is the highest level. This opinion is based on a third-party independent consultant assessment for our building operations and conditions. Also, our level of service is due mostly as a result of the training provided by our previous supervisor, constant supervision, and team cleaning procedure we instituted with our dedicated custodians.

The reorganization request is to hire a lead custodian full time who can oversee and direct the work of the late-shift part-time custodians. This position can also undertake custodial duties. The cost of this position is **\$93,158.99 (see attached cost worksheet)**. I am requesting half of the supervisor's budget be restored to the department to cover custodial operational needs (this request does not address the maintenance supervision we need in the building). The new lead custodian position would also cover a gap in time between the transition from shifts which occurs from 3:00 pm to 5:00 pm. Also, when the day shift custodian calls out sick we are often unable to retain timely and adequate substitutes, and any restroom cleaning or other immediate requests cannot be fulfilled until the night shift starts.

Background Fire Protection Systems Maintenance Services:

For years, the colleges have not been able to undertake a comprehensive testing, inspection and repair program as it relates to fire life safety protection systems. In March of 2020, AR 6520 was revised and the primary responsibility of fire protection services was transition to Campus Safety with collaboration from the colleges. My office assisted in this transition of responsibilities to Campus Safety by developing the entire comprehensive fire protection systems maintenance program (scope of work for testing, inspection, maintenance and repairs) required for all District owned buildings districtwide. We assisted in the development of the Request for Proposals to hire the contractor/vendors that Campus Safety is working with.

On January 19, 2022, it was decided in a meeting between the Vice Chancellors of Business Services and Educational Services, along with Campus Safety and myself, that this responsibility would now transition to my department in the next fiscal year as we continue to work collaboratively with the departments, colleges, revise AR 6520 and work on a transition of responsibilities.

As a result of the new responsibilities and code enforcement for fire rated building inventory work, I am requesting an addition of a new Facilities Systems Manager. This changes the roles and responsibilities of my department and adds maintenance of fire protection services to our duties of oversight. Currently, my department is only responsible for maintenance of the District Office building equipment its components and systems.

This new position would oversee the fire, life safety protection systems districtwide, and work in coordination with the college maintenance and Administrative Services staff, including any related projects assigned by the Director (**see attached NEW job description**). The proposed salary range for this position is a Range G **\$201,815.05 (see attached cost worksheet)** and would be an increase to the Department's Maintenance budget for Districtwide services.

Additionally, new maintenance budgets are required to be established for each site and districtwide for the maintenance program for fire life protection services for testing, inspection and repairs (**see attached Fund 11 Fire Protection Maintenance Services Budget Summary**) and we anticipate an increase to our Fund 11 Maintenance Department budget estimated at **\$1,047,294.71 annually. This is based off of current contract commitments, scope of work and anticipated maintenance and repairs for the next year.**

Impact:

The impact of not having a supervisor is that our custodians are unsupervised at nights as Joe Melendez and I can no longer continue to sustain continuous physical oversight given our workload. This liability with no physical supervisor present at the District Office during the late shift will remain, as I acknowledge this position was eliminated due to the SERP. Our managers remain on-call during the course of the night custodial crew's shift.

However, having a lead custodian will assist us partially with directing the work of the other custodians at night and fill a gap in coverage during the afternoon transition from shifts. The lead custodian will report to a Director.

Having a Facilities Systems Manager to manage all of the testing, inspection and repair work associated with fire life protection services is needed as much of this testing occurs during the off hours, weekends, holidays, year-round, etc. My managers cannot absorb this workload with our given capital construction responsibilities as we have over 100 projects to manage and a significant increase in Scheduled Maintenance projects for the next 5 years.

Annual Fiscal Impact:

New lead custodian is \$93,158.99.

New Facilities Systems Manager is \$201,815.05

Fund 11 Budget Increase: \$1,047,294.71

Total Annual: \$1,342,268.75

Eric Eugene 8/10/2022

If you should have any questions or need further information, please feel free to contact me. Thank you for the consideration.

**FACILITIES PLANNING, DISTRICT CONSTRUCTION & SUPPORT SERVICES
REORGANIZATION REQUEST - May 2022**

	<u>Current Cost</u>	<u>Proposed Reorg Cost</u>	<u>Net Amount</u>
District Support Services Supervisor (SERP/Vacant Eliminated)	183,790.80		
Lead Custodian		93,158.99	
Facilities Systems Manager (New Position)		201,815.05	
	<u>183,790.80</u>	<u>294,974.04</u>	<u>(111,183.24)</u>

REPLACED COST SHEET 9/8/22

RSCCD 2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE:	Lead Custodian		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Lead Custodian- (8 & 3)	\$ 4,319.190	12	\$ 51,830.28

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	13,149.34	
SOCIAL SECURITY	6.200%	3,213.48	
MEDICARE	1.450%	751.54	
UNEMPLOYMENT	0.500%	259.15	
WORKERS COMP	1.500%	777.45	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 18,150.96	\$ 18,150.96
TOTAL SALARY & BENEFIT COST			\$ 69,981.24

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 51,830.28	46.65	
MEDICAL INSURANCE (see below)		21,486.35	
TOTAL INSURANCE COST		21,533.00	\$ 21,533.00

TOTAL COST OF POSITION	\$ 93,158.99
-------------------------------	---------------------

BENEFITS =	\$ 41,328.71
BENEFIT COST AS A PERCENT OF CONTRACT =	79.74%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD 2022-2023 Cost of Position

COST OF NEW POSITION - MANAGEMENT CONTRACT

POSITION TITLE	Facilities Systems Manager (New Position)		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Vacant (G & Step 4)	\$ 10,691.81	12	\$ 128,301.74

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	32,550.15	
SOCIAL SECURITY	6.200%	7,954.71	
MEDICARE	1.450%	1,860.38	
UNEMPLOYMENT	0.500%	641.51	
WORKERS COMP	1.500%	1,924.53	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 44,931.28	\$ 44,931.28
TOTAL SALARY & BENEFIT COST			\$ 173,233.02

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 128,301.74	115.47	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,941.65	\$ 24,941.65

TOTAL COST OF POSITION	\$ 201,815.05
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BENEFITS =	\$ 73,513.31
BENEFIT COST AS A PERCENT OF CONTRACT =	57.30%

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

Signature: *Alistair Winter*
Alistair Winter (Oct 10, 2022 07:05 PDT)
Email: winter_alistair@rscdd.edu

Signature: *Debra Gerard*
Email: gerard_debra@rscdd.edu

Signature:
Email: winter_alistair@rscdd.edu

Signature: *Thao Nguyen*
Thao Nguyen (Oct 12, 2022 10:03 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu

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

Number # 1308
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/Business Services

Manager/Supervisor: Iris I. Ingram, Vice Chancellor, Business Services

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	Director, Contract Management Services New (Grade G)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 210,482.46
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): _____
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?
No Yes If yes, please explain below.

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

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): Iris Ingram Date: 8/19/2022

SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <u>AW</u> <u>Chengyu Hou (Oct 26, 2022 14:25 PDT)</u>	Business Operations and Support Services (Signature/Date): <u>TN</u> <u>Adam O'Connor (Oct 26, 2022 16:56 PDT)</u>
	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>BG</u> <u>Marvin Martinez (Oct 31, 2022 12:14 PDT)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Reason for Reorganization:

Contracts Manager: In 2002, the District added a Contracts Specialist position under Business Operations/Fiscal Services to plan, organize, coordinate, assist, and provide support in the development and control of District contracts. During the period 2002 through 2006, the position was filled by three new hires, each vacating the position for other employment. In October 2006, Mark Liang vacated the Contracts Specialist position for the Interim Financial Aid Director position at SAC. The position remained vacant for three years. Chancellor's Cabinet delegated the responsibility of development, issuance, management, and negotiation of contracts to administrative staff at each campus/center in lieu of the filling the position during a difficult financial cycle.

In 2009, RSCCD went through the layoff process. The Contracts Specialist position was defunded at that time as a cost savings measure instead of potentially laying off an individual in a position.

There is a need to reinstate this position, particularly to reduce the risk of liability on the District as some agreements have not been thoroughly reviewed. Under the general direction of the Vice Chancellor, Business Services, the Contracts Manager develops documents for contractual agreements between the District/Colleges and various vendors including but not limited to maintenance contracts, service contracts, performance contracts, construction contracts, lease agreements and professional services agreements. Implements and maintains a contracts management system to manage all aspects of every contract's lifecycle including housing the contract information, serves as a central repository, manages pricing, and incorporates all compliance requirements.

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director, Contract Management Services		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 4	\$ 11,226.403	12	\$ 134,716.83

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	34,177.66	
SOCIAL SECURITY	6.200%	8,352.44	
MEDICARE	1.450%	1,953.39	
UNEMPLOYMENT	0.500%	673.58	
WORKERS COMP	1.500%	2,020.75	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 47,177.82	\$ 47,177.82
TOTAL SALARY & BENEFIT COST			\$ 181,894.65

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 134,716.83	121.25	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,947.43	\$ 24,947.43

TOTAL COST OF POSITION	\$ 210,482.46
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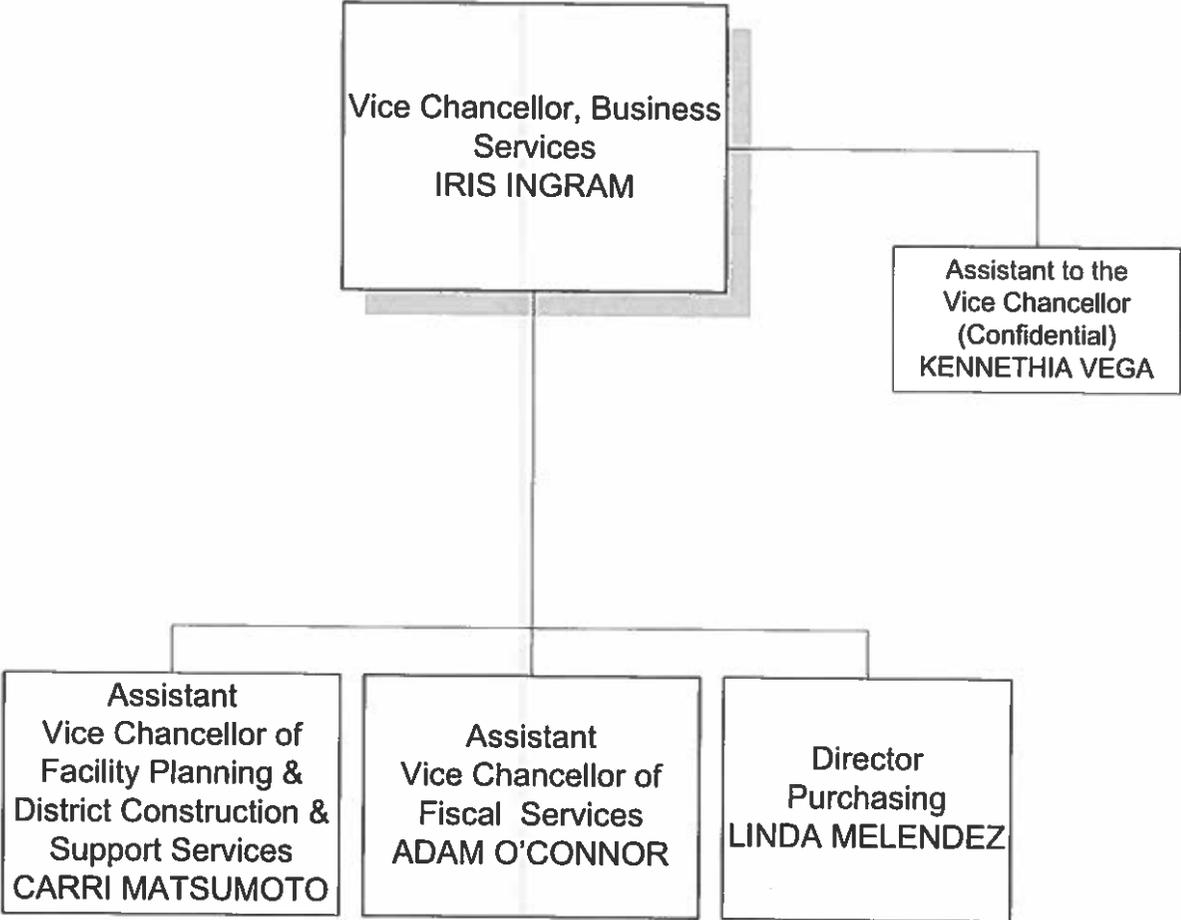
BENEFITS =	\$ 75,765.63
BENEFIT COST AS A PERCENT OF CONTRACT =	56.24%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

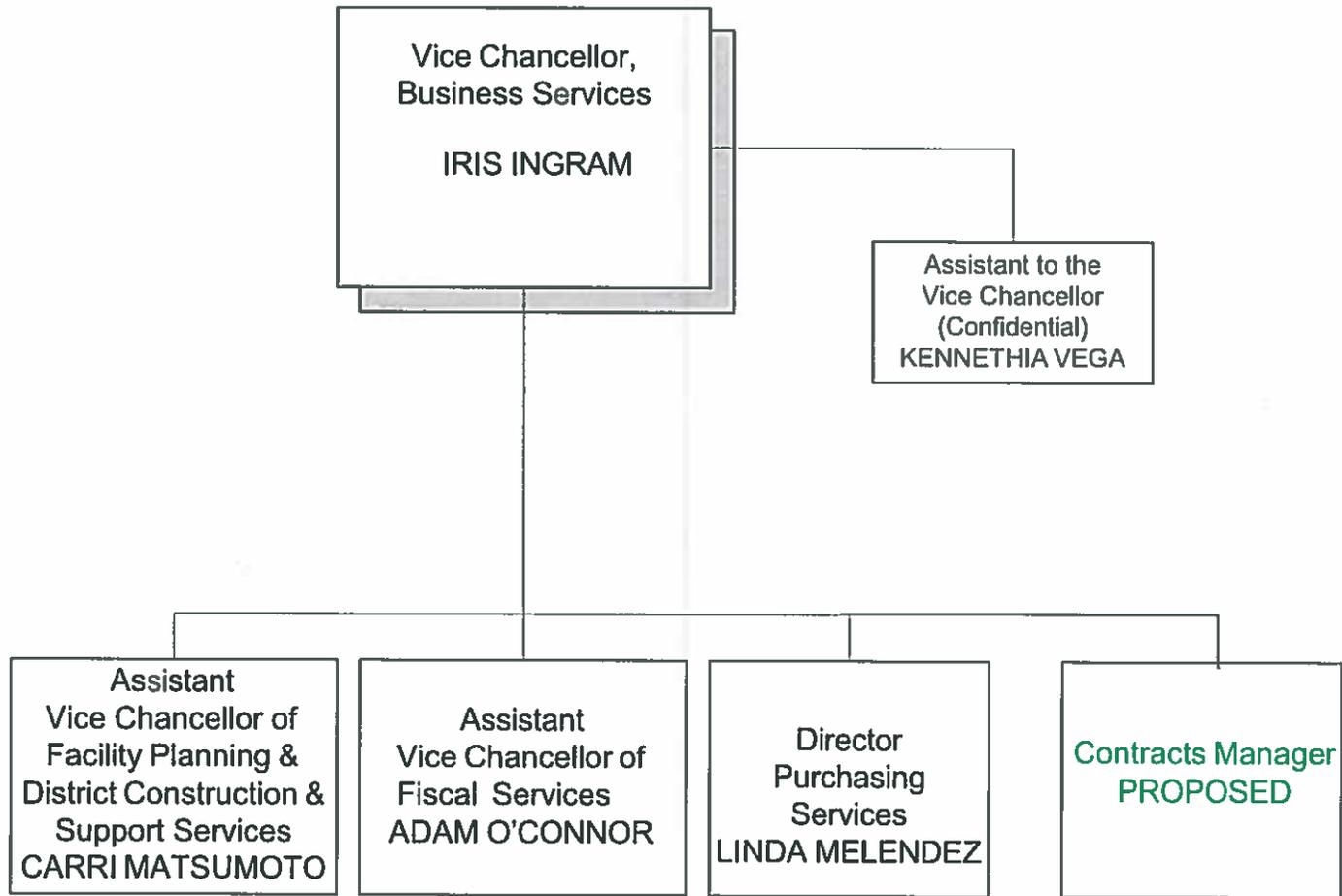
CURRENT

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



PROPOSED

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



CONTRACTS MANAGER Director, Contract Management Services

CLASS SUMMARY

Under general direction of the Vice Chancellor, Business Services, plans, organizes, coordinates, evaluates, reviews and processes all District contracts i.e., professional services agreements, instructional services and clinical agreements, formal bids, requests for qualification and requests for proposal; establishes policies and procedures for all contracts and formal bids, RFQ and RFP processes; ensures contract formal bid, RFQ and RFP activities comply compliance with federal, state codes and laws, and District Board Policies and Administrative Regulations; and is responsible for the overall management of all District contracts; maintains a centralized contracts repository system, and performs related duties as assigned.

REPRESENTATIVE DUTIES

Director, Contract Management Services is responsible for providing technical assistance to all levels of management in regard to contract form and contract process including the negotiation, preparation, and execution of a variety of contracts for the District including but not limited to construction contracts, real estate leases, leases, material and supply contracts, professional services agreements, education agreements and specially funded project agreements. Administers and ensures contracts compliance, determines and selects appropriate type of contract requirements and procurement methodology consistent with Board Policies, Administrative Regulations and related codes. Coordinates work with the Risk Manager college and district administrators to ensure timely and complete handling of contractual matters. initiates regular and closed session items for the Board of Trustees meeting agenda regarding leases, agreements, contracts, affiliations, memoranda of understanding, and amendments; confirms the availability of funds to support requested contractual matters; Maintains the central repository of contracts for all district and college operations; develops and distributes manuals relating to the policy and procedures used for contracting throughout the district; conducts training sessions for college and district employees in regard to contract policy and procedures; interprets and explains rules, regulations, policies and procures pertaining to District contractual agreements to District staff, representatives of other agencies and prospective bidders; reviews Board Policies and Administrative Regulations and maintains district-wide policies and procedures for contract development and formal bidding processes. Supervises and Participates in the development and preparation of bid specifications, requests for qualifications, requests for proposals, and contracts for the purchase or rental of goods and contracting for services and other third party contracts; determines and selects appropriate contract requirements, such as deliverables, payment schedules, penalties, insurance requirements and dispute resolution procedures; ensures bid and contracting processes comply with advertising and bidding requirements. Tracks all lease agreements and maintains inventory schedule in accordance with GASB and prepares preliminary GASB 87 analysis for review by Fiscal Services. Prepares and maintains District wide policies and procedures for contract development and formal bidding processes; conducts training workshops to provide information of contract development and formal bidding processes and procedures. Provides technical expertise and guidance on contract, formal bid, RFQ and RFP issues; interprets and explains applicable laws, regulations, codes and policies to District management and staff; confers with legal counsel as needed on contracting issues.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the **Vice Chancellor, Business Services** and works closely with Purchasing, Facility Planning, Vice Presidents at the colleges, program or project administrators, Risk Management and with the Executive Assistant to the Board of Trustees.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience, **Juris Doctorate Degree preferred equivalent to or a Bachelor's degree with 5-7 years of recent experience in contract negotiation, writing, terms and conditions.** ~~with college-level coursework consistent with the assigned responsibilities, or two years of college and an additional two years of work experience. At least four years of progressively responsible work experience related to the assignment; contracts, paralegal and/or risk management experience is preferred; or any combination of education and experience that would provide the required qualifications.~~

Knowledge and Abilities

Knowledge of: Principles, practices and methods used in public agency competitive bidding, contracting and contract administration; advanced technical and administrative principles, practices, and procedures of the assigned administrative function; local, state and federal laws and regulations pertaining to the areas of contracts, insurance and risk management; research methods and statistical data analysis techniques; modern office and data processing systems and procedures as they apply to the requirement of this position; administrative survey and reporting techniques; principles of composition, report and proposal writing; English usage, spelling, grammar, and punctuation; research and data collection methods.

Ability to: Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; analyze and evaluate bid proposals, specifications and other contract documents including applying financial analysis to contracts to determine financial impact; review and revise contracts, leases and other legal documents to conform to district standards; recommend and draft policies, regulations, rules, contracts, directives, and other technical materials; communicate effectively both orally and in written form and carry out oral and written instructions; prepare procedure manual and effective letters, memoranda, and reports; maintain appropriate case files and records; handle sensitive and confidential information related to contracts and other departmental issues; perform paraprofessional work of advanced difficulty in the specialized administrative area; use a high degree of independent judgment and discernment in dealing with outside legal counsel, vendors, grantors, and employees; establish and maintain effective relationships with those contacted in the course of work; communicate effectively with employees and management, especially in those matters relating to contracts and the contract process.

Signature: 
Alistair Winter (Oct 26, 2022 10:40 PDT)
Email: winter_alistair@rscdd.edu

Signature: 
Thao Nguyen (Oct 26, 2022 16:54 PDT)
Email: Nguyen_Thao@rscdd.edu

Signature: 
Email: gerard_debra@rscdd.edu

Signature:
Email: gerard_debra@rscdd.edu



People and Culture

Reorganization Request Form

2323 N. Broadway,
Santa Ana, CA 92706

Doc ID

Use this form and the reorganization process to make a permanent personnel change in your program or department. Only one personnel action should be submitted on each form.

Personnel changes include the following:

1. New or add positions
2. Delete a position
3. Changes to Organizational Structure.

If proposing a new and/or change of position, please attached the following:

1. Cost of Position Worksheet
2. Current and Proposed Organization Charts
3. Budget Change Forms
4. Updated/New Job Descriptions

Manager to complete the following information:

Section I: General Information

Last Name: First Name: Employee ID:

Email:

Job Title:

Worksite:

Department:

Section II: Position(s) Affected

Current Position	Current Position Action	Proposed Position	Proposed Position Action
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="Management Fellow"/>	<input type="text" value="New Position"/> <input type="button" value="v"/>

Section III: Budget

Please include the total cost from the Cost of Position worksheets including all benefits and statutory costs.

	Current	Proposed	Cost Difference
Annual Grade/Step:	<input type="text"/>	<input type="text" value="Grade N / Step 4"/>	
Annual Cost:	<input type="text"/>	<input type="text" value="\$ 155,397.00"/>	<input type="text" value="\$ 155,397.00"/>
Annual Maximum Cost:	<input type="text"/>	<input type="text" value="\$ 168,408.09"/>	<input type="text" value="\$ 168,408.09"/>

Section IV: Source of Funding

	Account Number	Percentage(%)	Fund Type
1.	<input type="text" value="*12-2173-676000-53110-2110"/>	<input type="text" value="*60.00"/>	<input type="text" value="Grant Fund/Unrestricted"/> <input type="button" value="v"/>
2.	<input type="text" value="12-2330-676000-53110-2110"/>	<input type="text" value="40.00"/>	<input type="text" value="Grant Fund/Categorical"/> <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
	Total:	<input type="text" value="100.00"/>	

Section V: Reason for Reorganization

Reason for Reorganization:

Rationale For Reorganization:

The RSCCD Management Fellows program is a paid fellowship for individuals who want to pursue a career in Community College management or administration. The program is designed to be a District pipeline and manager workforce succession plan. At the end of the fellowship, Fellows are able to compete for open positions within RSCCD. The first Fellow position will be housed in People and Culture, but it is hoped that other departments and colleges may expand the number of available positions within this program.

This Fellow position within People and Culture will be grant-funded and contingent on continuous grant funding.

Section VI: Signature

Originator (Manager, VP/AVC or President/VC)

CERTIFICATION: I certify that the above answers are my own and are accurate and that I have responded to the best of my knowledge.

Cost Worksheet1 Additional Cost Worksheet(s)
*P&C Management Fellow step 4 and max cost.pdf

Organization Chart1 (current & proposed) Additional Org Chart(s)
*Current RSCCD People & Culture Org Chart Sept 2022.pdf

Organization Chart2 (current & proposed) Organization Chart3 (current & proposed)
*Proposed RSCCD People & Culture Org Chart Sept 2022.pdf

Budget Change Form1 if applicable Additional Budget Change Form
Budget-Change_Datatel M'Ment Fellow Sept 2022 #2173.pdf
Budget Change Form2 if applicable Budget Change Form3 if applicable
Budget-Change_Datatel M'Ment Fellow Sept 2022 #2330.pdf

Job Description1 (new / updated) if applicable Additional Job Description
Management Fellow Sept 2022.pdf

Originator Group:

Select Next Approver (President/VC)

...3033303633

Alistair Winter 10/20/2022
Originator's Signature Date

President/Vice Chancellor(2)

Comment:

College Council Approval (Date):
College Positions Only

...3133373130

Chengyu Hou 10/20/2022
President/VC Signature Date

People & Culture Analyst

Position Class: ▾

District Position: ▾

Comment:

...3831343233

Alistair Winter 10/20/2022
People & Culture Analyst Signature Date

Resource Development

Comment:

...3130373038

Huong Nguyen 10/20/2022
Resource Development Signature Date

Budget Analyst

Comment:

...3836373636

Shao Nguyen 10/20/2022
Budget Analyst Signature Date

Fiscal Services Managers

Comment:

...3533333531

Adam O'Connor 10/21/2022
Fiscal Services Managers Signature Date

Comment:

[Empty comment box with scroll arrows]

District Council Approval (Date):
(if applicable)

[Empty date field]

Chancellor Cabinet Date:

10/31/2022

[Handwritten Signature]

3632353533

10/31/2022

Chancellor Cabinet/District Council
Signature (Initial)

Date

People and Culture Manager

Comment:

[Empty comment box with scroll arrows]

People & Culture Manager Signature

Date

VP/AVC Signature

Signature not required

President/VC Signature

Signature not required

Managers Signature

Signature not required

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade N/Step 4	\$ 7,828.833	12	\$ 93,946.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	23,834.10	
SOCIAL SECURITY	6.200%	5,824.65	
MEDICARE	1.450%	1,362.22	
UNEMPLOYMENT	0.500%	469.73	
WORKERS COMP	1.500%	1,409.19	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 32,899.89	\$ 32,899.89
TOTAL SALARY & BENEFIT COST			\$ 126,845.89

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 93,946.00	84.55	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,910.73	\$ 24,910.73

TOTAL COST OF POSITION	\$ 155,397.00
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BENEFITS =	\$ 61,451.00
BENEFIT COST AS A PERCENT OF CONTRACT =	65.41%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade N/Step 6	\$ 8,631.333	12	\$ 103,576.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	26,277.23	
SOCIAL SECURITY	6.200%	6,421.71	
MEDICARE	1.450%	1,501.85	
UNEMPLOYMENT	0.500%	517.88	
WORKERS COMP	1.500%	1,553.64	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 36,272.31	\$ 36,272.31
TOTAL SALARY & BENEFIT COST			\$ 139,848.31

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 103,576.00	93.22	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,919.40	\$ 24,919.40

TOTAL COST OF POSITION	\$ 168,408.09
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BENEFITS =	\$ 64,832.09
BENEFIT COST AS A PERCENT OF CONTRACT =	62.59%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18
CSEA	Max	35,228.16	22,174.93

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUDGET CHANGE FORM

FISCAL YEAR: 2022/2023

TO: FISCAL SERVICES

FROM: _____ / _____
Signature - Administrator College - Department Name

DATE: 09/23/2022

FUND TRANSFER NUMBER: _____

PROCESS DATE: _____

ENTERED BY: _____

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

CREDIT (From)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXX	Object XXXX	Amount
12	2173	676000	53110	5100	93,239.00
TOTAL					93,239.00

DEBIT (To)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXX	Object XXXX	Amount
12	2173	676000	53110	2110	56,368.00
12	2173	676000	53110	3215	14,300.00
12	2173	676000	53110	3315	3,619.00
12	2173	676000	53110	3415	14,947.00
12	2173	676000	53110	3515	292.00
12	2173	676000	53110	3615	875.00
12	2173	676000	53110	3915	1,992.00
12	2173	676000	53110	3325	846.00
TOTAL					93,239.00

Reason for Change: To fund new Management Fellow position.

Approval Signatures: _____

Resource Development (for Special Projects only) _____ Date _____

President or Vice President _____ Date _____

Contact Person: _____
Name Phone No.

Fiscal Administrator _____ Date _____
 jp 06/07

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUDGET CHANGE FORM

FISCAL YEAR: 2022/2023

TO: FISCAL SERVICES

FROM: _____ / _____
Signature - Administrator / College - Department Name

DATE: 09/23/2022

FUND TRANSFER NUMBER: _____

PROCESS DATE: _____

ENTERED BY: _____

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

CREDIT (From)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2330	676000	53110	5100	62,160.00
TOTAL					62,160.00

DEBIT (To)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2330	676000	53110	2110	37,579.00
12	2330	676000	53110	3215	9,534.00
12	2330	676000	53110	3315	2,412.00
12	2330	676000	53110	3415	9,964.00
12	2330	676000	53110	3515	195.00
12	2330	676000	53110	3615	584.00
12	2330	676000	53110	3915	1,328.00
12	2330	676000	53110	3325	564.00
TOTAL					62,160.00

Reason for Change: To fund new Management Fellow position.

Approval Signatures: _____

Resource Development (for Special Projects only) _____ Date _____

Contact Person: _____
Name Phone No.

President or Vice President _____ Date _____
 Fiscal Administrator _____ Date _____
 jp 06/07

MANAGEMENT FELLOW

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

GENERAL RESPONSIBILITIES

The Management Fellow innovates, delivers, and collaborates on a wide variety of complex and challenging projects and assignments. The Management Fellow must be skilled in the techniques of research and ability to plan, develop and recommend strategic change and must be flexible in their approach to new ideas, for the solution of increasingly complex problems related to District-wide or departmental programs. The Management Fellow must have strong communication and interpersonal skills to work effectively with departmental management, representatives of other functional areas, external agencies, and members of the public. The Management Fellow reports and performs their duties under general supervision from their assigned manager/administrator and may direct the work of hourly employees and staff.

REPRESENTATIVE DUTIES

1. Plans and conducts studies of major departmental programs, operations, and administration to determine their effectiveness and the need for modification or changes in policies and procedures.
2. Views existing operational policies and procedures for compliance with federal, state, and local regulations and the goals of the department.
3. Analyzes and makes recommendations for the solution of problems related to District wide or departmental programs or administration.
4. May serve as a project manager or team leader of special projects, from inception and planning to completion.
5. Identifies scope of work; develops detailed task lists and interdependencies; estimates time requirements; identifies critical milestones; identifies and assesses risks; prepares contingency actions; coordinates project activities.
6. Plans, directs, and reviews the work of staff assigned to the project.
7. Prepares or directs the preparation of narrative and statistical reports on various problem areas.
8. Develops and recommends new and innovative strategies and ways to resolve the problems.
9. Participates in Fellowship training sessions and conferences.
10. May serve as a consultant or adviser to management on matters within a specialized area of expertise.
11. Analyzes trends and forecasts and makes recommendations to management for long-range planning.
12. Serves on various departmental committees or represents the administrator at meetings, hearings, and conferences of various boards, commissions, and agencies as designated.
13. Prepares reports for management that reflect performance and statistical data.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

- 1) Project management skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
- 2) Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of comprehensive programs.
- 3) Intersectional knowledge of diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 4) High degree of business insight; results-oriented with an ability to work independently.
- 5) Strategies for identifying and building cross-functional partnerships to understand challenges.
- 6) Modern office practices, software, and procedures.

Ability to:

- 1) Demonstrate ongoing curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
- 2) Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up

MANAGEMENT FELLOW

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

- assumptions, evaluate outcomes, and challenge conventional wisdom.
- 3) Provide support in a multi-stakeholder organization across multiple locations.
 - 4) Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, and policies.
 - 5) Ability to define, influence, refine and implement processes, procedures, and policies.
 - 6) Display independent analytical capabilities and a process improvement mentality.
 - 7) Collaborate in both small teams and large, cross-functional environments.
 - 8) Gather and analyze data, reason logically, and draw valid conclusions.
 - 9) Analyze situations and make appropriate decisions and/or recommendations.
 - 10) Clearly communicate ideas and recommendations.
 - 11) Write and provide comprehensive reports clearly and concisely.
 - 12) Work with and provide direction to other employees in the completion of the day-to-day work.
 - 13) Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

A Master's degree or higher from an accredited institution.

Board Approved:



Rancho Santiago Community College District Districtwide Planning Process Survey Results

October 2022

Because planning is a continuous cycle of improvements, the Rancho Santiago Community College District (RSCCD) implemented the current planning and decision-making process in 2013. It is overseen by District Council, with the collaboration of five governance committees that focus on human resources, fiscal resources, physical resources, planning and organizational effectiveness, and technology resources. Staff has had a chance to work with the model envisioned for the district. As the 2022-23 academic year starts and prior to new committees start their work, members of the 2021-22 RSCCD Governance Committees were invited to give opinions on this district-wide planning and resource allocation process, as well as the district operations resource allocation.

Thirty-four of the 62 members (55%) from across the district participated (28% from Santa Ana College, 44% Santiago Canyon College, and 28% district operations), with representation from all staff (15% classified, 38% faculty, and 46% management (though we did not receive student participation this year). There was representation from all six governance committees (27% District Council, 19% Fiscal Resources, 19% Human Resources, 19% Physical Resources, 42% Planning and Organizational Effectiveness and 15% Technology Advisory Group). Keep in mind, representations of District Council are made up of co-chairs from the five other governance committees; therefore, the percentage will be more than 100%.

Overall, seven-tenths members of the RSCCD governance committees are familiar with the RSCCD Planning Design, and just as many find the district-wide planning process clear and that it is linked with the colleges' planning processes (57%). The same number of respondents also believe the five committees collaborate to support the work of District Council and two-fifths don't know if there is collaboration among the committees. Also, about four-fifths respondents understand the roles and responsibilities of each of the five districtwide governance committees, including the coordinating District Council.

More than 60% of the respondents stated that they do bring information/issues to and from districtwide governance committees and college committees that they represent. Also, nearly half of the respondents "agree" or "strongly agree" that there is integration between college and district planning.

Among the governance committee membership, about 40% of the respondents stated that the process and prioritization of district-wide resource allocation is clear, that there is coordination between district-wide and college-based resource requests, or that they are satisfied with the current process. There is a considerable number of respondents who "don't know" the district-wide resource allocation process, prioritization, and timeline. In addition, respondents were also not as knowledgeable of the district operations' resource allocation request process and timeline, nor coordination between this process and the college's base resource requests. Please note more than nearly three-fourths of the respondents are from Santa Ana College and Santiago Canyon College and so they are probably more familiar with their respective colleges' processes.

Because representations to the district-wide governance committees change regularly, it is recommended that new memberships be thoroughly orientated about the district-wide planning and resource allocation processes, as well as member's roles and responsibilities, to ensure effective representation and coordination with colleges' processes and structures.

	Count	strongly agree	agree	disagree	strongly disagree
I am familiar with the RSCCD Planning Design.	34	24%	56%	21%	0%
The district-wide planning process is clear.	34	18%	47%	29%	6%
The district-wide planning process is linked with the colleges' planning processes.	33	15%	42%	30%	12%
I understand the roles and responsibilities of the following RSCCD Governance Committees:					
District Council	34	29%	56%	15%	0%
Fiscal Resources	34	26%	68%	6%	0%
Human Resources	33	24%	58%	6%	12%
Physical Resources	34	24%	56%	15%	6%
Planning and Organizational Effectiveness	34	26%	53%	12%	9%
Technology Advisory Group	34	24%	59%	9%	9%

<p>The committees collaborate to support the work of District Council.</p> <p>7% Strong Agree 43% Agree 27% Disagree 3% Strongly Disagree 20% I Don't Know</p>
<p>As a member of a district-wide governance committee, how often do you take information/concerns back to your college committee that you represent?</p> <p>21% I bring information/issues from the district-wide governance committee back to my college committee after every meeting. 73% I bring information/issues back to my college committee when needed. 6% I have never shared information/issues from the district-wide governance committee with my college committee.</p>
<p>How often do you take an issue/concern from your college committee to the district-wide governance committee that you attend?</p> <p>16% I bring college information/issues to district-wide governance committee to every meeting. 63% I bring college information/issues to district-wide governance committee to some meetings. 22% I have never brought any information/issues to the district-wide governance committee.</p>
<p>There is integration between college and district planning.</p> <p>12% Strong Agree 41% Agree 32% Disagree 6% Strongly Disagree 9% I Don't Know</p>

Please tell us your level of agreement on the <u>district-wide</u> resource allocation:						
	Count	strongly agree	agree	disagree	strongly disagree	don't know
The process to identify and prioritize district-wide resource requests is clear.	30	7%	37%	33%	13%	10%
I am satisfied with the district-wide resource request and prioritization process.	30	7%	23%	40%	13%	17%
There is coordination between district-wide and college-based resource requests.	30	7%	23%	40%	10%	20%
The district-wide resource allocation timeline is clear.	30	10%	37%	27%	7%	20%
The district-wide resource allocation timeline is satisfactory.	29	10%	21%	24%	17%	28%

Please tell us your level of agreement on the district operations resource allocation:

	Count	strongly agree	agree	disagree	strongly disagree	don't know
The process to identify and prioritize district operations resource requests is clear.	30	7%	37%	23%	10%	23%
I am satisfied with the district operations resource request and prioritization process.	30	3%	27%	37%	7%	27%
There is coordination between district operations and college-based resource requests.	30	7%	20%	40%	7%	27%
The district operations resource allocation timeline is clear.	30	7%	37%	27%	7%	23%
The district operations resource allocation timeline is satisfactory.	30	7%	27%	23%	13%	30%

Changes to the District-wide planning and resource request process you would recommend:

- Often times, there is a great divide in the district discussing necessary positions in collaboration with and in support of college strategic plans, including fiscal priorities. When the district determines a need for such positions in which the college must fund, this diminished the college priorities in alignment with the college's strategic plans. At times, positions from the district appear out of context and with no consultation with the College Council and Planning and Budget Committees.
- If you do not serve on one of the District-wide planning committees, it is difficult to answer these questions. I serve on one of the committees, but am not able to speak for the others as I am not regularly notified about items such as the district-wide resource allocation (with the exception of some annual updates at Management Council).
- More collaboration is needed. Decision needs to be discussed with all committees and district council cannot do a decision without considering all other committees.
- A process needs to be implemented so that funding can be redirected to support the basic operations of the colleges and support for students. This is particularly needed for Continuing Education which is facing a dire situation due to the lack of funding it receives.
 The District reserves have increased at a very high rate whereas the colleges do not have the resources to meet the most basic student needs. Page 32 of the 2022-2023 RSCCD Adopted Budget shows that the year end balance for the District increased to \$60 million. At the same time, page 33 of the RSCCD Adopted Budget shows that SAC/SCC Continuing Education Gross Revenues increased to \$44,476,588 (\$27,928,127 SAC + 16,548,461 SCC). The same page demonstrates that Net Revenues from SAC/SCC Continuing Education programs increased to \$15,679,533 (\$10,040,122 SAC + 5,639,411 SCC).
 Comparing this data to page 40 of the 2018/2019 RSCCD Adopted Budget shows that the Gross Revenue from Continuing Education operations has increased by \$10,352,258 since the 2018/2019 fiscal year. At the same time Continuing Education Net Revenue has increased by \$6,849,702 compared to 2018/2019. 66% of the additional revenue brought in by District Continuing Education operations is diverted to operations outside of Continuing Education.
 Continuing Education has grown significantly but is currently operating with 15% less support staff than it had in 2018/2019 due to mandated District reductions. Continuing Education is not able to meet its most basic needs in supporting students due to the significant budget reductions it has experienced at the same time it has grown dramatically.
 The District's diversion of resources generated by Continuing Education students to other District uses is one of the largest equity issues the District is experiencing as Continuing Education students are also the most economically disadvantaged in the District. The District-wide planning and resource request process needs to address this structural inequality.

- More transparency, involve all constituencies. Be fair to the smaller colleges including non-credit which brings us a lot of FTE's
The current process does not align with college planning processes. If cabinet decides something should happen, it does. That is not district-wide planning, that is imposing costs on the colleges and making it seem like there is planning.
The membership of district governance committees to ensure that all other constituencies are not outnumbered by administrators and managers or the planning process will never work.
- Create one process that all requests must go through.
Let's face it, if the chancellor wants something, he gets it. Doesn't matter who the chancellor is. How many positions does People and Culture need? How many of these new positions are managers versus classified?
- I think our processes are good, but we do not use them appropriately.
I believe those who are part of our committees do not represent their constituents, and/or share agendas between the district and the college committees.
- Planning should be further integrated so that planning at the college level can help inform planning at the district level and vice-versa. We all do a lot of work updating strategic plans and at the same time are working toward building and updating local plans at the college. Tighter integrations means we work smarter, not harder.
- Have more meetings that cross the committees. A committee retreat would be ideal so that we can all collaborate from management, admin, faculty, and classified staff

Changes to the district operations planning and resource request process you would recommend:

- Be more transparent
- There does not appear to be a relationship to the increases in District Operations to the needs of the campuses. New allocations to the District Operations budget have resulted in additional work being requested of the campuses without additional services being provided. Increases to District Operations seem to correlate to new bureaucratic processes introduced which creates more work for the colleges while at the same time reducing resources to serve students.
- The district seems to be able to request new resources from the colleges whenever they want. The internal allocation of budgeted resources don't come to the committees, only requests for new allocations and they happen throughout the year. Colleges have usually already completed their planning and do not know when a request from the district will come. If the district wants a new position, the request should be at the beginning of the academic year before the colleges do their allocations.

DISTRICT COUNCIL

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities, including developing planning and budgetary recommendations, that are submitted to the Chancellor and Board of Trustees.

Responsibilities	Membership
Provide advice to the Chancellor on district issues	▶ Chancellor (Chair)
Review and act on recommendations from the five district-level participatory governance committees including recommended funding priorities	▶ Vice Chancellor, Business Operations & Fiscal Services
Ensure district-wide involvement in the development of all district-level planning	▶ Vice Chancellor, Educational Services
Review and monitor budget assumptions and budget information	▶ Vice Chancellor, Human Resources
Review and recommend approval of the tentative and final budgets contingent on the alignment of tentative and final budgets with budget assumptions and RSCCD Goals	▶ President, Santa Ana College
Collaborate with the Chancellor to review the District Mission Statement, solicit district-wide input, and recommend revisions as warranted	▶ President, Santiago Canyon College
Oversee the work of the Planning and Organizational Effectiveness Committee to develop and monitor implementation of the <i>RSCCD Comprehensive Master Plan</i> and the <i>RSCCD Strategic Plan</i>	▶ Academic Senate President, Santa Ana College
Review new and modified policies as recommended by the Board Policy Committee	▶ Academic Senate President, Santiago Canyon College
Review and adopt recommended revisions and new Administrative Regulations	▶ CSEA President
Review and approve District Services reorganizations	▶ Associated Student Government President, Santa Ana College
	▶ Associated Student Government President, Santiago Canyon College
	▶ Co-chairs, Technology Advisory Group (faculty and administrator)
	▶ Co-chair, Fiscal Resources Committee (faculty)
	▶ Co-chair, Human Resources Committee (classified)
	▶ Co-chair, Physical Resources Committee (classified)
	▶ Co-chair, Planning & Organizational Effectiveness Committee (faculty)

**Rancho Santiago Community College District
2020-2022 District Council Committee Goals**

District Council (and the five governance committees) will develop strategies at the beginning of the academic year to enhance communication with constituents. [The committee can figure out who their constituents are, and be reminded of their roles and responsibilities in so doing.]

District Council and the five governance committees will assess their constituents' understanding and knowledge of the district governance structure at the end of the academic year. [Again, the committee can figure out who their constituents are and what exactly they want to assess.]

District leadership will implement strategies to enhance communication with constituents about districtwide governance, planning, etc.

District Council will identify at each of their meetings the specific supports that they need from each of the other district governance groups.

Members of District Council will find opportunities to share the work being conducted/implemented/shared at District Council at committees in which they represent (a standing agenda item perhaps).

Co-chairs of five governance committees will have standing agenda item to report pertinent action items discussed/taken DC and applied it to the work of their committees and vice versa.

The Chancellor will provide a summary of District Council activities relative to each DC purpose statement, each month [or whenever], for distribution to constituent groups on behalf of DC membership. [This isn't really meeting "minutes", but is a concrete listing of actions/activities that also reminds and informs about DC purposes].