



**Rancho Santiago Community College District**  
**District Council Meeting**  
**December 5, 2022**

**1:30 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/96101734024>

669-900-6833 / 961 0173 4024

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/Roll Call                                                                                                                                                                                                                                     | Martinez                                     |
| 2. Chancellor's Update                                                                                                                                                                                                                                         | Martinez                                     |
| 3. Approval of Minutes – <b>ACTION/Approval</b><br>a. November 7, 2022 Meeting                                                                                                                                                                                 | Martinez                                     |
| 4. Board Policies – <b>ACTION/Recommendation</b><br>a. BP 6250 Budget Management                                                                                                                                                                               | Ingram                                       |
| 5. Administrative Regulations – <b>ACTION/Approval</b><br>a. AR 6305 Reserves<br>b. AR 7120.1 Full-time Faculty Recruitment and Selection                                                                                                                      | Ingram<br>Hou                                |
| 6. People & Culture – <b>ACTION/Approval</b><br>a. Reorg #1307 – DO/Purchasing<br>b. Reorg #1308 – DO/Business Services                                                                                                                                        | Hou                                          |
| 7. Planning Update – District Council – <b>ACTION/Approval</b><br>a. Review of 2020-2022 Goals – identify accomplishments<br>b. 2022-2023 Goals – create new goals                                                                                             | Martinez/Davis                               |
| 8. Participatory Governance Committee Reports – <b>INFORMATION</b><br>a. Planning & Organizational Effectiveness Committee<br>b. Human Resources Committee<br>c. Fiscal Resources Committee<br>d. Physical Resources Committee<br>e. Technology Advisory Group | Davis<br>Hou<br>Ingram<br>Ingram<br>Gonzalez |

9. Constituent Representative Reports - **INFORMATION**

- 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: January 30, 2023



# Rancho Santiago Community College District District Council Meeting

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## MINUTES

November 7, 2022

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

1. Call to Order/Update
  - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:34 p.m. followed by a roll call of members.
2. Approval of Minutes
  - a. October 3, 2022 Meeting - It was moved by Ms. Ingram, seconded by Ms. Kubicka Miller and, by roll call vote, carried unanimously to approve the minutes of the October 3, 2022 meeting with a minor correction.
3. Board Policies/Administrative Regulations
  - a. Vice Chancellor Ingram requested review of BP 6250 Budget Management and AR 6305 Reserves be pulled from the agenda. ***Review and recommendation of board policies and review and adoption of administrative regulations for district-wide planning activities.***

4. People & Culture

- a. Approval of Reorg #1306 – DO/Facilities-Business Services: Vice Chancellor Hou presented Reorg #1306 which adds staffing to the facilities department. It was moved by Ms. Ingram and seconded by Mr. Gonzalez to approve Reorg #1306. Discussion ensued. The motion carried unanimously to approve Reorg #1306. ***Review and approval of district services reorganizations for district-wide planning activities.***
- b. Approval of Reorg #1308 – DO/Business Services: Mr. Hou presented the reorg which adds a Director, Contract Management Services to the Business Services department. It was moved by Ms. Ingram and seconded by Mr. Hou to approve Reorg #1308. Discussion ensued. Mr. Rutan raised the question as to why the reorg had not gone through the Planning and Organizational Effectiveness Committee. It was agreed the reorg would go through POEC and be brought back to the December 5, 2022 District Council meeting for approval. ***Review and approval of district services reorganizations for district-wide planning activities.***
- c. Reorg People & Culture/Management Fellow: Mr. Hou presented the reorg which adds a Management Fellow to the People & Culture department. It was moved by Mr. Perez and seconded by Ms. Ingram to approve the P&C reorg. Discussion ensued. The motion carried unanimously to approve the P&C reorg. ***Review and approval of district services reorganizations for district-wide planning activities.***

5. Parking Update

- a. Vice Chancellor Ingram reminded members of District Council that parking permits were required for all staff and encouraged District Council members to remind others. Parking permits can be purchased online.

6. Planning Update – District Council

- a. Purpose/Membership/Roles & Responsibilities: Chancellor Martinez asked District Council members for feedback on the current document included in the Planning Manual. It was moved by Dr. Davis and seconded by Mr. Hou to approve the purpose/membership/roles & responsibilities as currently listed in planning manual. Discussion ensued. It was agreed that “or designee” be added after the Academic Senate President listing to account for the appointment of representatives while the Academic Senate Presidents served as Co-Chairs of FRC and POEC. It was also noted the Chair of the Technology Advisory Group (TAG) was missing. The motion carried unanimously to approve the updates to the document as discussed. Note: subsequent to the meeting, it was noted that the Chair of TAG was included in the listing and was not missing. The updates will be sent to Research for update to the Planning Manual. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***
- b. Review of 2020-2022 Goals: It was moved by Mr. Rutan and seconded by Mr. Hou to discuss the progress on the 2020-2022 goals. Discussion ensued. It was noted that there may be a need for more awareness training about the planning process. This motion carried unanimously to provide this feedback to the planning effort. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

6. Planning Update – District Council (continued)

- c. 2022-2023 Goals: It was moved by Ms. Ingram and seconded by Dr. Davis to discuss goals for District council for 2022-2023. Discussion ensued and Dr. Davis suggested that she review the current goals and develop new goals/amend current goals and bring back for District Council consideration at the December 5, 2022 meeting. The motion carried unanimously for Dr. Davis to present a recommendation on goals at the next District Council meeting. ***Ensure district-wide involvement in district-level planning for district-wide planning activities.***

7. Participatory Governance Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Rutan reported on the October 26, 2022 meeting. The next meeting is scheduled for November 16, 2022.
- b. Human Resources Committee (HRC)  
Mr. Hou reported on the October 12, 2022 meeting. The next meeting is scheduled for November 9, 2022.
- c. Fiscal Resources Committee (FRC)  
Ms. Ingram reported on the October 19, 2022 meeting. The next meeting will be held on November 16, 2022.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported on the October 5 and November 2, 2022 meetings.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported on the October 6 and November 3, 2022 meetings. The next meeting will be held on December 1, 2022.

8. Constituent Representative Reports

- a. Academic Senate/SAC: No report
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: No report
- d. Student Government/SAC: Melanie Fernandez reported on the SAC ASG activities.
- e. Student Government/SCC: No report.

9. Chancellor's Update

- a. Chancellor Martinez encouraged all to vote tomorrow, which is Election Day.
- b. Chancellor Martinez announced there would be a reception prior to the November 14, 2022 board meeting in honor of Trustee Larry Labrado who will be retiring from the board after 28 years of service. The reception will begin at 3:30 p.m. and held in the board room at the district office.
- c. Chancellor Martinez encouraged all to provide input in the evaluation of the board of trustees.
- d. Chancellor Martinez reported that representatives from the State Chancellor's Office and Board of Governors would be visiting both colleges on November 8, 2022 to learn more about our successes in increasing enrollment.

Next Meeting: The next meeting will be held on Monday, December 5, 2022.

Meeting Adjourned: 2:40 p.m.

Approved: December 5, 2022

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

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## **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

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**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**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7120.1 Full-Time Faculty Recruitment and Selection**

1. General Provisions

a. Purpose of Administrative Regulation

The faculty and administration cooperatively shall have major responsibilities in the process of recommending probationary faculty, hereafter referred to as contract faculty. These responsibilities shall include establishing the need for the position; formulating the qualifications; screening and interviewing candidates; then selecting the candidates for recommendation. The recommendation process shall comply with the District EEO Plan, and information regarding candidates shall be treated as confidential. In addition, the governing board, represented by the administration, has the principal legal and public responsibility for ensuring a fair and effective hiring process. To that end, it is our philosophy that the responsibility for selecting well-qualified individuals involves the effective participation of appropriate personnel in the required phases of the hiring process.

2. Faculty Prioritization and Committee Planning:

Each year, the Academic Senate at each college will develop faculty hiring priority recommendations and submit those to the College President (typically in October). The College President's recommendations will be submitted to the Chancellor for final approval and recruitment authorization (typically in November).

**Transfer Opportunity:** Pursuant to the transfer provisions in the Faculty Association of Rancho Santiago Community College District contract, a notice of approved vacancies will be provided to all tenured full-time faculty.

a. Screening Committee Membership:

- i. **Administrative Co-Chair:** The College President shall designate an administrative co-chair for the committee, responsible for convening the initial meeting of the committee in a timely manner and serving as the liaison with the People and Culture Department. The screening committee should be established prior to the closing and/or the first review date.
- ii. **Faculty Co-Chair:** The screening committee will have a faculty co-chair. The faculty co-chair shall be elected by the faculty on the committee and shall be responsible for leading the deliberations of the committee. The faculty co-chair shall be a tenured faculty member. If there are no tenured faculty on the committee, the administrative co-chair will notify the

Academic Senate President, who will appoint a tenured faculty member as co-chair.

iii. **Equal Employment Opportunity (“EEO”) Monitor:**

The screening committee will have a designated EEO Monitor. As a voting member of the committee, EEO monitor serves as a resource in the area of EEO, therefore, they serve as a liaison, as necessary, between the committee and the People and Culture Department, and the Equal Employment Opportunity Officer to address issues and concerns related to the screening process. The EEO monitor is to observe the selection process for adherence to established procedures and sound personnel practices. If the EEO Monitor resigns from the committee, the chair will contact the District EEO Officer or designee to find a replacement.

At the first meeting, the EEO Monitor will provide an EEO Orientation to the Screening Committee. People and Culture will provide the EEO agreement with the Orientation script to the EEO Monitor. The EEO Monitor should determine with the Screening Committee how their decisions at the different stages of the process will be determined. Ideally, any agreement between the screening committee should be unanimous, but other suggestions include a majority (over 50%) or super-majority (over 66%);

iv. **Coordination and Composition:** The administrative co-chair will coordinate the appointment of committee members. The membership of the committee shall consist of the following:

- All full-time faculty in the discipline should be invited to serve on the committee. In the event there are no full-time faculty within the discipline and/or there is a need to add members to the committee, the administrative co-chair shall request that the Academic Senate President appoint other full-time faculty to the committee.
- At least one member of the corresponding department/discipline at the sister college shall also be invited to serve on the committee. The department chair at the college with a vacancy shall extend the invitation to the department chair at the sister college.
- The President of the Academic Senate or designee shall select one faculty member for the screening committee, who may be from a different academic discipline than the one under consideration.
- When appropriate, classified representatives may be appointed by the administrative co-chair in consultation with the department chair and the CSEA President.
- In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, **may** serve on the committee.

- It will be the responsibility of the administrative co-chair to ensure that committee representation is complete.
  - All members of the Screening Committee must have attended EEO/Diversity training within the last two (2) years.
  - All members of the screening committee will be required to sign and submit to People and Culture a statement of confidentiality prior to beginning the screening process.
- v. **Academic Senate Review**: The complete list of committee members will be submitted by the administrative co-chair to the College President and Academic Senate President for review and approval. The form shall identify which member of the committee is representing the sister college and which member is a classified representative. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college.
  - vi. **Equal Employment Review**: After this review, the administrative co-chair will submit the form to the District EEO Officer or designee, who will review the committee composition for appropriate diversity. An EEO Monitor shall be appointed, by the District EEO Officer, from the list of committee members. If modification of committee membership is required, the District EEO Officer or designee will consult with the administrative co-chair and Academic Senate President.
  - vii. **Equal Employment Opportunity Reporting**: If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.
  - viii. **Committee Calendar**: When establishing the committee calendar, all meetings should be scheduled during the regular Fall/Spring faculty work year. In the evening, this scheduling is not possible, faculty member(s) will be compensated for meetings scheduled outside of the Fall/Spring semester or a Summer/Intersession during which the faculty member(s) is not assigned.

### 3. Hiring Process:

#### a. Stage 1 – Position Development and Announcement

Prior to posting, the administrative co-chair and department chair will work together to develop and approve the position announcement, including minimum qualifications, desired qualifications, and applicable equivalencies. They should ensure that the job announcement avoids and/or identifies and eliminates minimum qualifications that are not job-related and act as barriers to traditionally excluded groups. The job announcement will identify preferred qualifications that are job-related and maximize opportunities to create a qualified pool of diverse applicants.

All faculty job position announcements shall include:

- Position Number
- Opening / Closing dates and/or first review date / Intended start date

- The Minimum Qualifications set by the state academic senate, any desired qualification including evidence of responsiveness to, and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to equity-minded and inclusive practices within the classroom
- Education and/or experience equivalent to the Minimum Qualifications as per the District’s equivalency requirements.
  1. When a department agrees to advertise a position without stating specific equivalencies, the job announcement will include “OR the equivalent” when listing the qualifications. The District equivalency Form II will then be used to document if a candidate has met the minimum qualifications through equivalency.
  2. When a department agrees that specific equivalencies to minimum qualifications exist, these equivalencies must be approved prior to the posting of the job announcement. Each time a department wishes to alter its agreed-upon equivalencies, it must file a new “Request for Equivalencies to Minimum Qualifications” form. (Form I). In addition, the approved equivalencies will be posted on the job announcement with a clear statement that the applicant must provide proof with their application form.
- Desirable qualifications (if applicable)
- Ability to contribute to College and District-wide professional responsibilities and activities
- Job responsibilities
- Application requirements – resume/cover letter/transcripts
- Special testing if applicable
- Salary and benefits
- Grant funded (if applicable)
- Location and work schedule
- Summary of student demographics
- District’s statement on their commitment to Justice, Equity, Diversity, Inclusion and Belonging, and Anti-Racism (JEDIBAR).
- Supplemental questions if applicable

Once the job announcement is approved, sufficient time will be allowed for advertising the position, but it should be at least 20 working days.

The department chair will assist People and Culture with the position announcement distribution by recommending possible announcement locations, including a diverse array of associations, agencies, organizations, publications, and websites, particularly if it is a hard-to-reach discipline. After the closing and/or the first review date, the District EEO Officer or designee shall determine if an adequate applicant pool has been recruited. In consultation with the administrative co-chair and the department chair, this closing and/or the first review date may be extended if an adequate pool is not achieved and additional recruitment is needed. If a priority date system is used

(e.g. the position is advertised as “open until filled”) screening may begin after the District EEO Officer or designee determines there is an adequate pool.

b. Stage 2 – Screening and Selection for Interview

Once People and Culture has reviewed applications for completion, the Screening Committee will individually evaluate candidates who meet the Minimum Qualifications or have been granted Equivalency and perform an evaluation of any desirable qualifications and/or additional required screening criteria.

In addition to the specific requirements and responsibilities listed in the Job Announcement, the following criteria will be considered in selecting candidates:

- Educational experience breadth and depth
- Work experience breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credential or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)

Screening shall be based solely on the application materials submitted. Rating forms must be used to standardize the evaluation of these criteria.

Screening Committee members:

- shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase);
- will not discuss ratings, rankings, or recommendations of candidates until all evaluations have been completed by each committee member;
- shall meet to first discuss all of the candidates, resolve any discrepancies, and then determine candidates to be interviewed;
- must submit all notes, screening forms, or other screening materials to the administrative co-chair at the conclusion of the screening process to People and Culture for retention and storage. Should future complaints or lawsuits be filed, the notes, forms, and/or other material will be made available to the committee members.

c. Stage 3 – Interview and Selection of Finalists

Prior to the position closing and/or first review date the screening committee should develop the screening criteria, the interview questions, other employment tests, and a timetable for the hiring process including the screening meeting and the first-level interview dates. These all should be submitted to People and Culture for approval. The

committee should leave at least ten (10) working days between their deliberation meeting and first-level interviews.

The same amount of time will be scheduled for each candidate. Consistency will be maintained during the interview process for a valid comparison, with the administrative co-chair answering any questions from the candidate.

The Screening Committee will:

- decide on how to conduct the interviews, options include in-person, online, or a hybrid approach;
- provide options to make the process as inclusive as possible;
- approve questions that will be asked of each candidate;
- make written comments for each response on the interview form and submit all notes to People and Culture at the end of the interviews;
- evaluate candidates according to the answers provided and their performance in other employment tests;
- submit to the College President or designee the acceptable candidates;
- not rank the candidates. If the screening committee cannot recommend at least three finalists, it will provide the College President with a written rationale for its recommendation. If the screening committee is unable to recommend any of the candidates, the administrative co-chair shall consult with the College President to decide how to proceed;
- recommend finalists to the appropriate President or designee.

As such, in the screening process, each committee member is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, maintain the confidentiality of the deliberations and follow procedures and EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

d. Stage 4 – Final Interviews and Recommendation

**Scheduling**: The College President or designee shall contact the recommended finalists and schedule the final interviews. A schedule of appointments will be sent to People and Culture.

**Composition**: The final interviews will include the College President and the appropriate vice president. Others may be added at the discretion of the College President. In alignment with the District's commitment towards equal employment opportunity, final interviews shall not include members of the screening committee.

**Reference Checks**: The College President or designee will conduct reference checks on the prescribed form of the selected candidates after the final interviews.

**Finalist Notification**: The College President or designee shall notify the unsuccessful

finalists via a phone call.

**Final Selection and Recommendation:** The College President then recommends their selection to the People and Culture on the appropriate form. All recommended candidates are subject to Board approval.

**Revised:** April 20, 2015  
**Revised:** September 19, 2016  
**Revised:** January 29, 2018  
**Rewritten:** xxxxxxx, 2022

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

Number # 1307  
*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 - Purchasing Services

Manager/Supervisor: Linda Melendez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Warehouse Storekeeper	Warehouse Specialist
	(recommended title change)
	Senior Buyer (New) (Grade 16)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 230,533.89

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

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 11\_0000\_677000\_54153\_2130 (Warehouse); 11\_0000\_677000\_54151\_2130 (Purchasing Services)  
*(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): *Jici Johnson* Date: 8/10/2022

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u><i>AW</i></u> <small>AW Chenqyu Hou (Oct 28, 2022 16:29 PDT)</small>	Business Operations & Fiscal Services (Signature/Date): <u><i>TN</i></u> <small>TN Adam O'Connor (Oct 31, 2022 14:35 PDT)</small>
	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> <small>DG Mary M. Martinez (Nov 7, 2022 11:41 PST)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):



## Reason for reorganization:

**Senior Buyer:** This position will perform varied and complex specialized and technical Purchasing responsibilities for the procurement of a variety of materials, supplies and services. The District lacks a position that assists with the development, issuance and evaluation of Bids and Requests for Proposals (RFP). The position is necessary as there has been a substantial increase in requests due to new special projects, one-time funds, and bond projects. The Senior Buyer position will verify compliance with pertinent laws, regulations, codes, policies, and procedural standards. Also serves as a lead Buyer and aids Purchasing staff, district-wide staff, and vendors.

**Warehouse Specialist:** In June 2021 a new Warehouse opened at the SAC Johnson Student Center. This Warehouse receives all deliveries for the Santa Ana College campus, Continuing Education Center, Remington Education Center, OC Sheriff's Regional Training Academy, and the Lincoln Education Center in Garden Grove. No additional staffing was added to cover the new location when the facility opened.

The Warehouse operation currently consists of two Warehouse Storekeepers, one at SAC, one at SCC. The current staffing is not sufficient to handle the volume of received goods, deliveries to all sites and continuous coverage at each location. To provide sufficient coverage and to avoid a Warehouse having to close its' doors during delivery periods and absences, an additional Warehouse Specialist is needed. Closing a Warehouse temporarily also results in increased cost to the District for redelivery fees.

The request to update the title from Warehouse Storekeeper (current) to Warehouse Specialist (proposed) is to eliminate the antiquated title and renaming the position, similar to other CA Community College Districts.

**RSCCD**

**2022-2023 Cost of Position**

**COST OF NEW POSITION - CLASSIFIED CONTRACT**

POSITION TITLE	Warehouse Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 8/ Step 3	\$ 4,535.149	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%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 19,058.52</b>	<b>\$ 19,058.52</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 73,480.31</b>

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%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

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
<b>TOTAL INSURANCE COST</b>		<b>22,223.91</b>
		<b>\$ 22,223.91</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 97,348.97</b>
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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	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Buyer		
	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 16/ Step 3	\$ 6,745.444	12	\$ 80,945.33

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	20,535.83	
SOCIAL SECURITY	6.200%	5,018.61	
MEDICARE	1.450%	1,173.71	
UNEMPLOYMENT	0.500%	404.73	
WORKERS COMP	1.500%	1,214.18	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 28,347.06</b>	<b>\$ 28,347.06</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 109,292.39</b>

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%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)		
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 80,945.33	72.85
MEDICAL INSURANCE (see below)		22,174.93
<b>TOTAL INSURANCE COST</b>		<b>22,247.78</b>
		<b>\$ 22,247.78</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 133,184.92</b>
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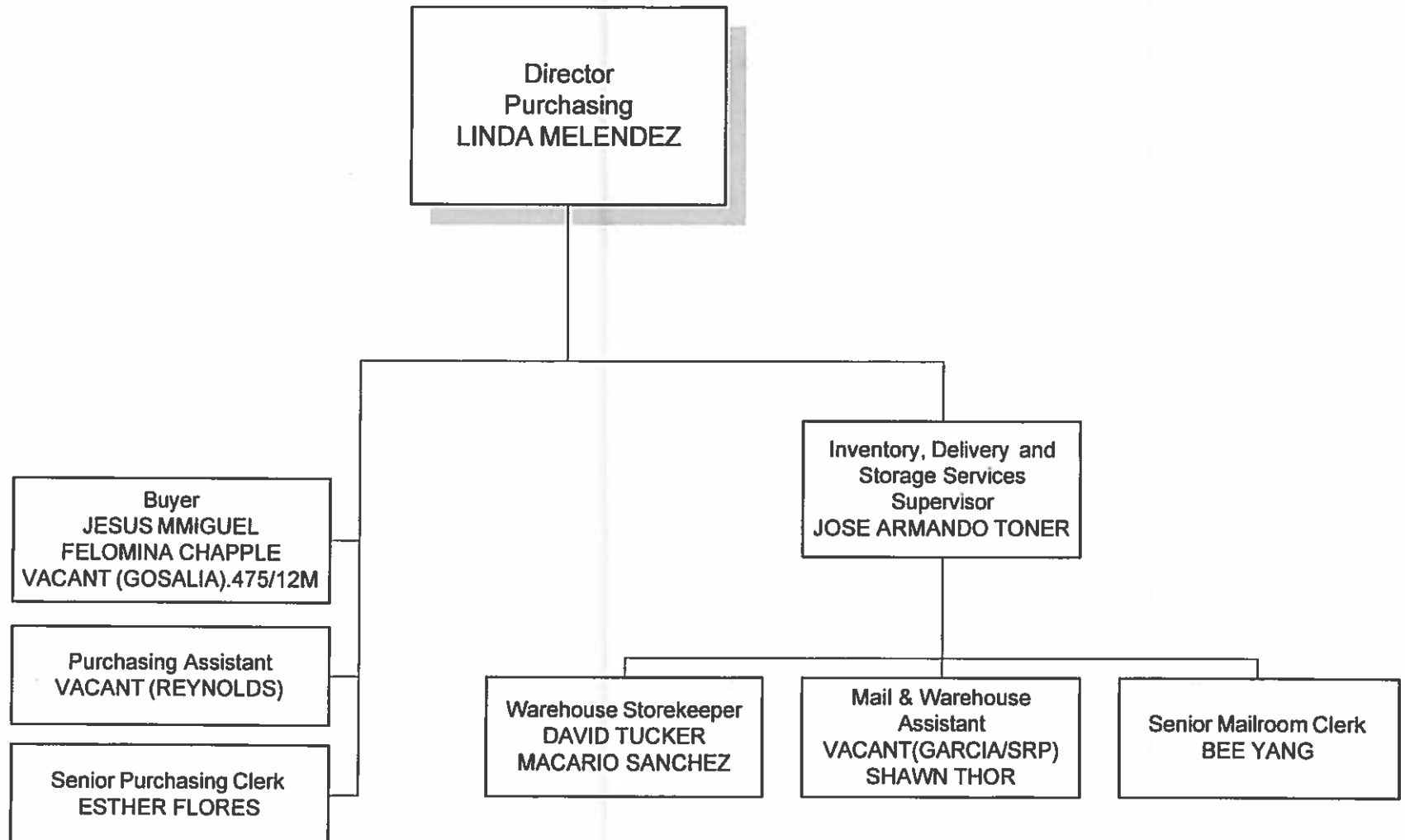
<b>BENEFITS =</b>	<b>\$ 52,239.59</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>64.54%</b>

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

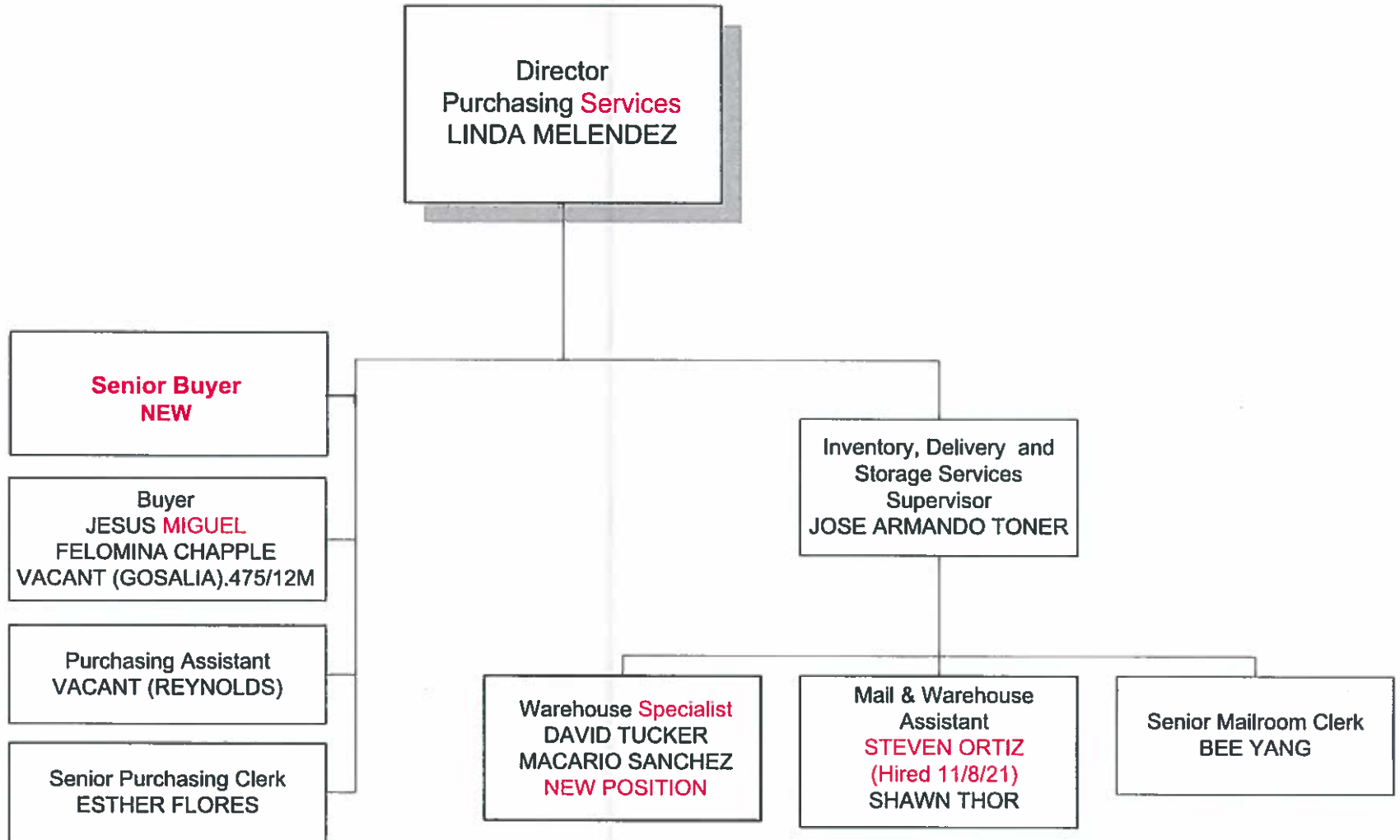
**Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
PURCHASING**

**CURRENT**



Rancho Santiago Community College District  
**BUSINESS SERVICES**  
**PURCHASING SERVICES**

**PROPOSED**



## **WAREHOUSE SPECIALIST**

### **CLASS SUMMARY**

Under general supervision physically receives, checks, issues and delivers supplies and equipment; maintains and secures inventory; operates trucks, forklifts, and delivery vehicles; and performs related duties as assigned or required. Uses computer system to electronically process and research receiving and inventory control transactions and prepare related reports as necessary. May pick up and deliver mail from and to post office, campuses and other locations when necessary and process information for mail service reports.

### **REPRESENTATIVE DUTIES**

Participates in the operations of a central receiving facility and receives, checks and delivers all materials, supplies, furniture and equipment purchased for various District and college offices and locations; receives copies of purchase orders and follows-up on late deliveries; operates forklift in loading and unloading supplies and equipment; operates vehicles in making on campus deliveries; operates truck in making off-campus deliveries or pickups; documents receipt of shipments to warehouse by both manually and electronic means, and routes paperwork to accounting office; electronically maintains inventory records on equipment; maintains accurate files and records; maintains warehousing facilities in neat and clean order; and prepares computer reports related to receiving, deliveries, and/or inventory as necessary.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Inventory, Delivery & Storage Services Supervisor or designated supervisor.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

~~Work experience in the receiving, storing, issuance and delivery of stock. Experience with online computer systems.~~ Any combination of training and/or experience equivalent to graduation from high school, and two years of varied experience in receiving, storing, issuance and delivery of goods, interpretation of regulations and good judgment.

#### **Knowledge and Abilities**

Knowledge of: modern warehouse procedures related to automated and inventory control, receiving, checking, issuance, storage and delivery of supplies, furniture, equipment and general goods. Knowledge of laws, policies and procedures related to warehousing best practices.

**WAREHOUSE SPECIALIST cont'd**

Ability to: receive, check, issue and deliver all types of material, stores rapidly, accurately and in an accommodating manner; process transactions via an online computer system; maintain files, tickler files and records systematically; make arithmetic calculations; maintain cooperative working relationships with college and office personnel; supervise helpers; perform heavy manual tasks efficiently and safely; drive trucks and operate forklifts and other similar equipment.

License: valid California Motor Vehicle Operator's License with a driving record that meets minimum standards established by the District's insurance carrier.

Physical Requirements: regularly performs light and heavy manual work, involving lifting and climbing; may be require to lift up to 70 pounds.

## **SENIOR BUYER**

### **GENERAL RESPONSIBILITIES**

Under direction, performs specialized and complex purchasing and procurement work, including purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, District procurement policies and procedures, and requisition specifications; procurement related to construction, renovations, and maintenance requests; and performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

This position is a leader in the Purchasing team and requires consistently exercising independent and sound problem solving and judgement skills.

- Responsible for coordinating and issuing high value, construction, strategic or complex solicitations, projects and contracts, requiring an in-depth procurement experience;
- This position performs at the expert, professional level requiring individual work in research, solicitation, guidance and completion of procurement requests;
- Works with District departments to organize, prepare, issue and coordinate various complex strategic solicitation methods as appropriate and required, including guiding end users in writing scope of work, finalizing specifications and facilitating the evaluation of the solicitation process;
- Conducts bid openings; receives bids, quotes, and proposals and conducts vendor pre-qualification and selection processes; and organizes and leads evaluation committee processes by evaluating and analyzing data, interviewing vendors, conducting reference checks, and recommending award based on price and conformance to specifications while ensuring a fair and equitable process in compliance with legal requirements and established policies and procedures;
- Assists in the development of informal, and formal bids, requests for proposals or quotes and prepares analysis of bid results including drafting recommendations for a course of action to District administration and Board of Trustees;
- Performs data and financial analysis for purchasing activities;
- Trains and educates District staff on purchasing practices, procedures and processes;
- Develops resources to assist District staff and vendors with procurement requirements;
- Provides District-wide guidance on procurement, contract requirements, vendor information and insurance related matters;
- Work collaboratively with the colleges and centers to streamline processes, develop consistent purchasing practices, and facilitate purchasing activities;
- Stays abreast of new trends and innovations in the areas of procurement, purchasing, and contracts; monitors changes in laws, and regulations, and technology that may affect the District's operations;
- Performs a variety of other duties and special projects as requested.



### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director, Purchasing Services and may lead the work of Buyers, Purchasing Assistant, Senior Purchasing Clerk and Student Assistants.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Knowledge and Abilities**

##### **Knowledge of:**

- Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Principles and practices of complex contract preparation, negotiation, and protest resolution.
- Complex specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and techniques of critical thinking, conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Basic principles and practices of providing technical and functional direction to staff.
- Principles and practices of data collection and analysis and report preparation.
- Record keeping principles and procedures.
- Basic business arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

##### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

- Lead and/or prepare assigned procurement, purchasing, and contracting activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Lead and manage complex solicitation and RFQ/RFP/RFB evaluation process including developing evaluation worksheets and leading cross-functional evaluation and selection teams, ensuring conformance to specifications, analyzing and calculating costs, preparing staff reports and agenda items for the Board, and issuing notice of award recommendations.
- Administer complex contracts to satisfactory execution, consistent with the District's standard terms and conditions, including scope of work, compensation payment milestones etc.
- Lead and oversee programmatic accountability and regulatory reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### MINIMUM QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field and five (5) years of increasingly responsible and varied procurement or purchasing experience.

Signature:   
Alistair Winter (Oct 25, 2022 13:11 PDT)  
Email: winter\_alistair@rscdd.edu

Signature:   
Thao Nguyen (Oct 31, 2022 08:05 PDT)  
Email: Nguyen\_Thao@rscdd.edu

Signature:   
Email: gerard\_debra@rscdd.edu

Signature:  
Email: gerard\_debra@rscdd.edu

Signature:  
Email: winter\_alistair@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 <u>New (Grade G)</u>

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): 11-0000-672000-54111-2110 - Revised 11/17/2022  
(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.

See attached justification and new job description.

**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-Huo</u> Oct 26, 2022 14:25 PDT	Business Operations & Business Services (Signature/Date): <u>YN</u> <u>Adam O'Connor</u> (Oct 26, 2022 16:5 PDT)
	Resource Development (Signature/Date – Only for Restricted Funds)
<b>COLLEGE POSITIONS</b>	<b>DISTRICT POSITIONS</b>
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>DG</u> <u>Marvin Martinez</u> (Oct 31, 2022 12:14 PDT)
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

<b>POSITION TITLE</b>	<b>Director, Contract Management Services</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
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%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 47,177.82</b>	<b>\$ 47,177.82</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 181,894.65</b>

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%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 3,640.38</b>	<b>\$ 3,640.38</b>

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	
<b>TOTAL INSURANCE COST</b>		<b>24,947.43</b>	<b>\$ 24,947.43</b>

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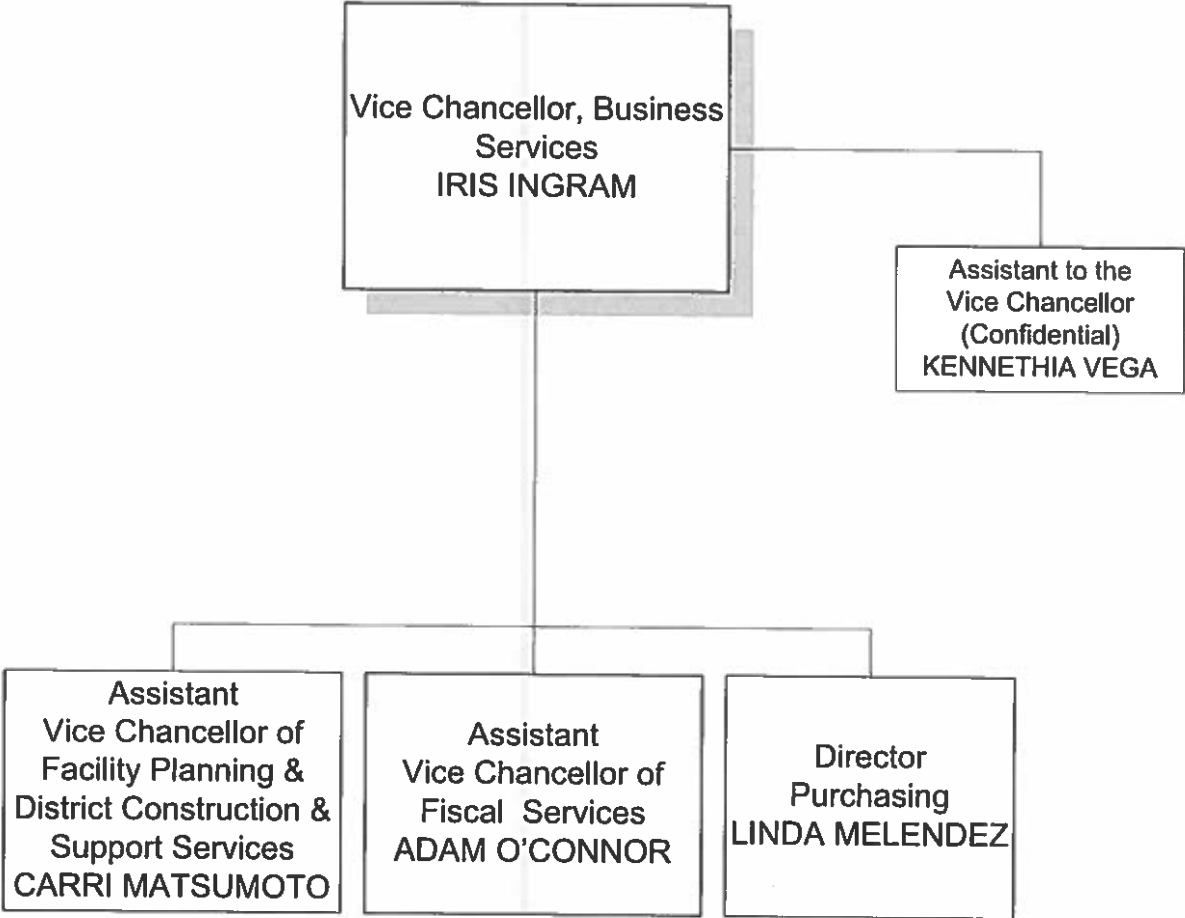
<b>BENEFITS =</b>	<b>\$ 75,765.63</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>56.24%</b>

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

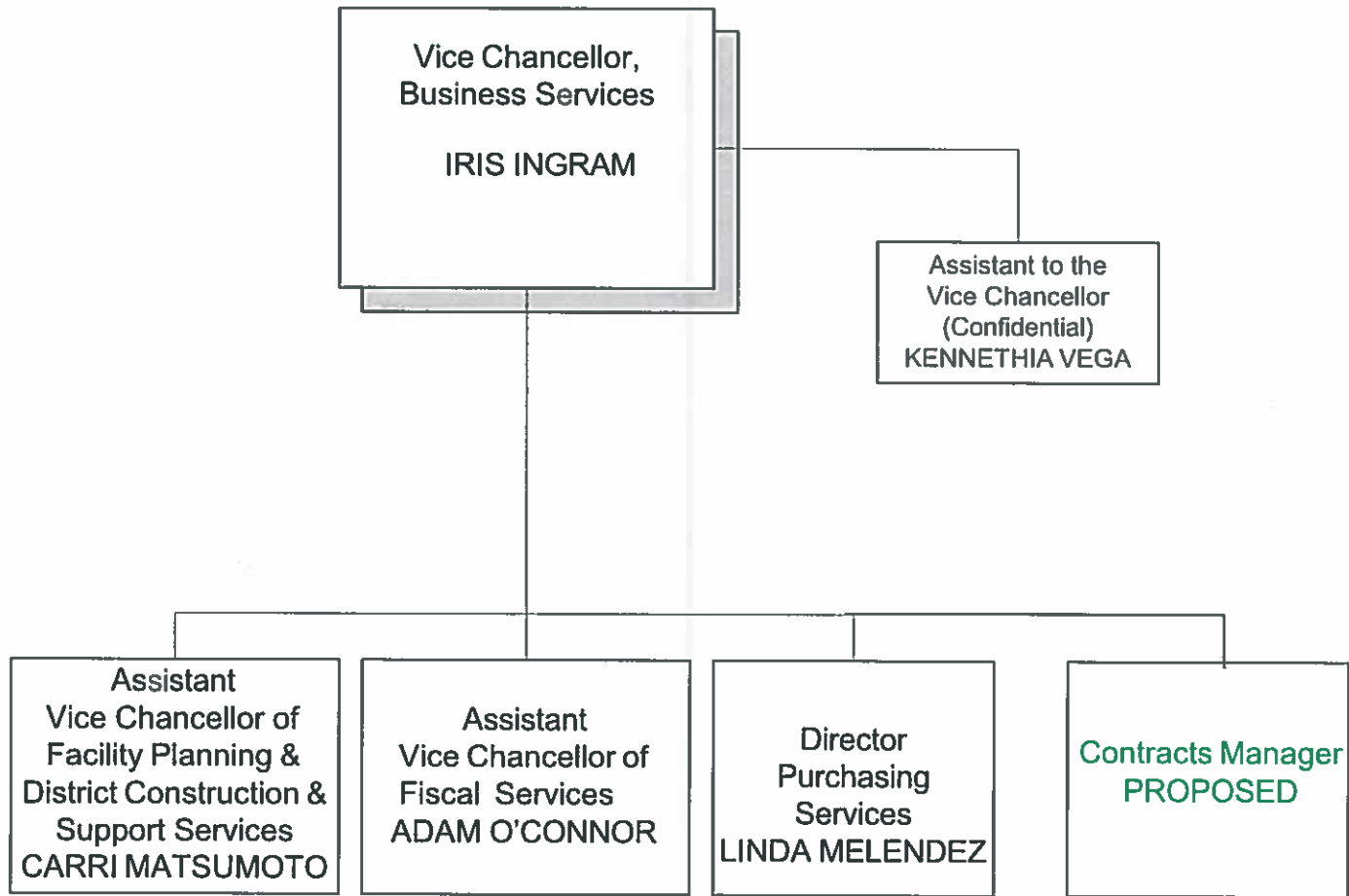
**CURRENT**

**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:   
Debra Gerard  
Email: gerard\_debra@rscdd.edu

Signature:  
Email: gerard\_debra@rscdd.edu



## District Council Committee – 2020-2022 Goal Accomplishments and 2022-2023 Goal Consideration Draft

District Council 2020-2022 Goals	District Council 2020-2022 Goals Accomplishments	District Council 2022-2023 Recommended Goals
<p>1. District Council (and the five governance committees) will develop <b>strategies</b> at the beginning of the academic year to <b>enhance communication</b> with constituents. [The committee can figure out who their constituents are and be reminded of their roles and responsibilities in so doing.]</p>	<p>In consultation with district research, planning, and institutional effectiveness, a districtwide governance committee planning process survey instrument was created to assess the effectiveness (understanding and knowledge) of the planning process districtwide. <b>A recommendation is that the Chief Communications Officer creates regular communications from District Council to all district and college stakeholder groups. This could be mutual inclusive of Goal 7 below.</b></p>	
<p>2. 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.]</p>	<p>A 2022 RSCCD districtwide planning survey was administered to members of District Council and the five participatory governance committees by district research team and results were received October 18, 2022. The results were also distributed to the participatory governance committee co-chairs to share and discuss for consideration of their committees' goals and accomplishments. <b>See attached survey results.</b></p>	
<p>3. District leadership will implement strategies to enhance communication with constituents about districtwide governance, planning, etc.</p>	<p>A recommendation is to combine Goal 3 with Goals 1 and 7. This goal is duplicative of these others.</p>	
<p>4. District Council will identify at each of their meetings the specific supports that they need from each of the other district governance groups.</p>	<p>A recommendation is to include a standing agenda item to ensure each district governance group is consulted during each District Council as to what type of support is needed by District Council.</p>	
<p>5. 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).</p>	<p>This has been accomplished by the standing participatory governance committee reports, constituent representative reports, and chancellor's update.</p>	
<p>6. 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</p>	<p>POE has a standing agenda item to share the work of District Council at each meeting, and <b>verification is needed from the other committees.</b></p>	
<p>7. 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].</p>	<p>In consultation with the Chancellor and Debra Gerard, the District Council Activities and Purpose Statements are now aligned and identified in the District Council meeting minutes to highlight the summary of actions taken in District Council.</p>	



## 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
<b>I am familiar with the RSCCD Planning Design.</b>	34	24%	56%	21%	0%
<b>The district-wide planning process is clear.</b>	34	18%	47%	29%	6%
<b>The district-wide planning process is linked with the colleges' planning processes.</b>	33	15%	42%	30%	12%
<b>I understand the roles and responsibilities of the following RSCCD Governance Committees:</b>					
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%

**The committees collaborate to support the work of District Council.**

7% Strong Agree  
43% Agree  
27% Disagree  
3% Strongly Disagree  
20% I Don't Know

**As a member of a district-wide governance committee, how often do you take information/concerns back to your college committee that you represent?**

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.

**How often do you take an issue/concern from your college committee to the district-wide governance committee that you attend?**

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.

**There is integration between college and district planning.**

12% Strong Agree  
41% Agree  
32% Disagree  
6% Strongly Disagree  
9% I Don't Know

**Please tell us your level of agreement on the district-wide 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%

<b>Please tell us your level of agreement on the <u>district operations</u> resource allocation:</b>						
	<b>Count</b>	<b>strongly agree</b>	<b>agree</b>	<b>disagree</b>	<b>strongly disagree</b>	<b>don't know</b>
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 then 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.