



Rancho Santiago Community College District
District Council Meeting
December 2, 2024

1:30 p.m.

Via Zoom

<https://rscsd-edu.zoom.us/j/88973054512>

669-444-9171 / 889 7305 4512

Agenda

1. Call to Order/Update Martinez
2. Approval of November 4, 2024 District Council Meeting Minutes - **ACTION** Martinez
3. District Council Roles & Responsibilities – **ACTION** Martinez
 - a. Development of District Council 2024-2026 Goals
4. Job Descriptions – **ACTION** Olson
 - a. Director, Institute for Workforce Development
 - b. Executive Director Orange County Regional Consortium
 - c. Director, Orange County Regional Consortium Workforce and Employer Engagement
5. Committee Reports – **INFORMATION**
 - a. Planning & Organizational Effectiveness Committee Perez
 - b. Human Resources Committee Olson
 - c. Fiscal Resources Committee Ingram
 - d. Physical Resources Committee Ingram
 - e. Technology Advisory Group Gonzalez
6. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Coyne
 - b. Academic Senate - SCC Kubicka-Miller
 - c. Classified Staff Salas
 - d. Student Government - SAC Velez
 - e. Student Government – SCC Cudal
7. Revised Schedule – 2024-2025 District Council Meetings – **INFORMATION** Martinez

Next Meeting:
February 3, 2025



Rancho Santiago Community College District District Council Meeting

MINUTES November 4, 2024

| | | |
|----------|---------------------------------|-----------------|
| Members: | Marvin Martinez | Present |
| | Enrique Perez | Present |
| | Iris Ingram | Present |
| | Kristin Olson | Present |
| | Jeffrey Lamb for Annebelle Nery | Present |
| | Jeannie Kim | Present |
| | Jesse Gonzalez | Present |
| | Claire Coyne | Present |
| | Tara Kubicka-Miller | Present |
| | Monica Zarske | Present |
| | Corinna Evett | Present |
| | Jason Sim | Present |
| | Sarah Salas | Present |
| | Omelina Garcia | Present |
| | Jessica Velez | Present |
| | Flo Cudal | Present |
| Guests: | | |
| | Dane Clacken | Sarah Santoyo |
| | Adam Howard | Ron Gonzalves |
| | Kimberly Perna | Patricia Duenez |

1. Call to Order/Update
 - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:33 p.m.
2. Approval of Minutes
 - a. It was moved by Ms. Coyne, seconded by Ms. Salas and carried unanimously to approve the minutes of the October 7, 2024 meeting.

3. Approval of Reorganizations

- a. Reorg #1430 – DO/Ed Services/ITS - it was moved by Ms. Coyne and seconded by Ms. Evett to approve Reorg #1430 DO/Ed Services/ITS as presented. The motion passed unanimously.
- b. Reorg #1445 – DO/Ed Services/OCRC - it was moved by Ms. Ingram and seconded by Ms. Kubicka Miller to approve Reorg #1445 DO/Ed Services/OCRC as presented. The motion passed unanimously

4. ITS Annual Report Presentation

- a. Asst. Vice Chancellor Jesse Gonzalez and his team comprised of Dane Clacken, Adam Howard, Ron Gonzalves and Kimberly Perna presented a summary of the ITS Annual Report for 2023-2024.

5. District Council Roles & Responsibilities

- a. District Council received the results of the RSCCD Governance Committee Survey for their review.
- b. District Council Roles & Responsibilities – it was moved by Ms. Evett and seconded by Ms. Salas to reaffirm the District Council Roles & Responsibilities. The motion passed unanimously.
- c. District Council 2023-2025 Goals – discussion ensued about the development of District Council goals for 2023-2025. It was agreed that further discussion will take place at the December 2, 2024 District Council meeting. In advance of that meeting, District Council members will receive information about the task and any past District Council goals.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported that the next meeting will be held on November 13, 2024. Information about submission of resource requests will be sent out on November 5, 2024.
- b. Human Resources Committee (HRC)
Ms. Olson reported on the October 9, 2024.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Iris Ingram reported on the October 16, 2024 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the October 2, 2024 Meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported that the next meeting will be held on November 7, 2024.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Ms. Jessica Velez reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Flo Cudal reported on SCC ASG activities.

Next Meeting: The next meeting will be held on Monday, December 2, 2024
Meeting Adjourned: 2:40 p.m.
Approved: December 2, 2024



Rancho Santiago Community College District District Council Meeting

MINUTES November 4, 2024

| | | |
|----------|---------------------------------|-----------------|
| Members: | Marvin Martinez | Present |
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Meeting Adjourned: 2:40 p.m.
Approved: December 2, 2024

District Council Meeting – December 2, 2024

3. District Council Roles & Responsibilities – ACTION
 - a. Development of District Council 2024-2026 Goals

Our discussion at the meeting will be in response to the following request from the Planning & Organizational Effectiveness Committee:

We would also like District Council to create its committee goals for 2023-2025 2024-2026. The goals do not have to be exhaustive but should guide your committee's work for the coming two years. We find this discussion helpful for members to understand their roles and responsibilities, especially regarding the integration of work at the colleges with that of the district.

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 Plan</i> and the <i>RSCCD Strategic Plan</i> | ▶ Academic Senate President, Santa Ana College or designee |
| Review new and modified policies as recommended by the Board Policy Committee | ▶ Academic Senate President, Santiago Canyon College or designee |
| Review and adopt recommended revisions to 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].

**~~EXECUTIVE~~ DIRECTOR, INSTITUTE FOR
WORKFORCE DEVELOPMENT
(Classified-Management)**

POSITION OVERVIEW

Under general direction is responsible for the operations, program/resource development, and promotion of the Institute for Workforce Development. Manages the staff and programs in accordance applicable guidelines and in cooperative and collaborative community-based environment.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator/supervisor.

REPRESENTATIVE DUTIES

- ~~1. Promotes and advances our colleges' existing offerings and programs to business and industry for the benefit of their customers and employees.-~~
- ~~2. Facilitates colleges' to upgrade existing programs and certificates to industry standards and or develop/expand new in-demand programs through initiating Industry Roundtables and Industry/Academia introductions and collaborative efforts.-~~
1. Serves on local, regional and state wide committees to advance workforce and economic development initiatives that promote and support the mission of the District. Develops and implements contract education business plans and models designed to generate resources to support sustainability and growth.
2. Plans, develops, organizes, implements, and manages high quality fee-based and/or grant funded workforce development programs.
3. Researches and secures additional resources such as grants or other funding.
4. Maintains close working relationship with funding agencies.
5. Works with Division Deans to coordinate contract education offerings.
- ~~6. Develops and implements regional staff and faculty development activities related to workforce development~~
7. Establish liaisons with business and industry organizations, community and regional groups, and other educational institutions.
8. Promotion and marketing of workforce development fee-based and Contract Education programs through traditional and on-line marketing, outreach and public presentations to targeted groups to generate qualified leads.
9. Sales calls and proposal generation leading to closing the sale.
10. Recruits, orients, and schedules independent contractors, professional experts and presenters who provide assessment, training and consulting services to businesses and agencies.
11. Directs the work and assignments of professional staff and administrative program support personnel providing assessment, customized training and consulting services to businesses.
12. ~~Directs, coordinates, and participates in short range and long range planning;~~
13. Conducts research and survey to determine current effectiveness and future needs, analyzes

- business and industry trends to identify key workforce needs.
14. Prepares related report and plan and shares with college community.
 15. Prepares and administers annual budgets for assigned programs.

 16. Manages program budget and record-keeping system.
 17. Maintains records and prepares reports to funding agencies and the district administration, ~~and prepares grant applications for funding.~~
 18. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department.
 19. Performs other related duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

MINIMUM QUALIFICATIONS

Education and Experience

- ~~Master's Bachelor's degree or equivalent training and experience in business or a related field and higher from an accredited institution in a related area,~~
- A minimum of five years of related experience in business development, contract training, grants/cooperative agreements/performance-based contracts, management and administration of programs for businesses in a community college setting.

Knowledge and Abilities

Through Knowledge of:

1. Strategic planning to attain sales and marketing objectives.
2. Training methodologies, training delivery, particularly in workplace environments.
3. Curriculum development.
4. Basic skills.
5. Language and technical skills assessment
6. Sales and marketing principles and practices.
7. ~~proposal and grant writing,~~ Principles of economic development, and business organizations.

Ability to:

1. Successfully manage a highly visible community-based program.
2. Manage demanding priorities.
3. Effectively manage and supervise program resources and personnel.
4. ~~successfully develop and complete grants and other funding applications,~~ Assure ~~of~~ accurate and complete records.
5. Develop effective working relationships both within the District and in the community.
6. Operate effectively within a highly regulated work environment.

**EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL
CONSORTIUM**

**EXECUTIVE DIRECTOR, ~~LOS ANGELES~~/ORANGE COUNTY REGIONAL
CONSORTIUM ~~CONSORTIA (LAOCRC)~~ ORANGE COUNTY DIRECTOR
(Classified Management)**

POSITION OVERVIEW

The Executive Director for the Orange County Regional Consortium (OCRC) reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs, and initiatives within the Orange County region. The Executive Director serves as the primary contact for the OCRC and is responsible for the overall management, strategic planning, and operational execution to advance workforce development initiatives in alignment with the California Community Colleges Chancellor's Office objectives and regional needs.

~~Reports to the designated administrator for the direction of the regional Los Angeles/Orange County Regional Consortia in accordance with the collaborative leadership of the Los Angeles and Orange County community college district and the California Community Colleges Chancellor's Office workforce and economic development initiatives.~~

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator within the district and supervises OCRC program staff and other assigned personnel. The Executive Director works in close collaboration with the Orange County Center of Excellence, industry sector leaders, and educational institutions.

REPRESENTATIVE DUTIES

1. **Leadership & Strategic Planning:** Provides leadership and long-range planning for career technical education (CTE) and workforce development in collaboration with Orange County colleges, industry leaders, and workforce constituents. Aligns strategic initiatives with the objectives of the Strong Workforce Program and other statewide workforce initiatives.
2. **Consortium Management:** Manages the operations of the Orange County Regional Consortium, including organizing county-wide meetings, overseeing budget development, managing reporting requirements, and representing the consortium at regional and statewide meetings. Ensures transparency and accountability for all OCRC funds and resources.
3. **Stakeholder Engagement & Collaboration:** Serves as the liaison between the consortium and Orange County educational institutions, businesses, workforce development boards, chambers of commerce, and other economic development organizations. Facilitates partnerships that drive economic and workforce opportunities for students and the broader

**EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL
CONSORTIUM**

community.

4. **Program Implementation:** Facilitates the implementation of the California Community Colleges Chancellor's Office CTE, workforce, and economic development initiatives within Orange County. Coordinates with career technical education deans, faculty, and workforce agencies to ensure programs are aligned with labor market needs and emerging trends.
 5. **Regional Project Oversight:** Oversees the development, monitoring, and evaluation of regional workforce initiatives and grant-funded projects. Ensures compliance with grant requirements and supports the development of additional funding opportunities.
 6. **Data & Outcome Reporting:** Collaborates with district and college research offices to determine methodologies for measuring the impact of workforce and economic development initiatives. Prepares and presents reports to regional stakeholders on program outcomes and effectiveness.
 7. **Marketing & Promotion:** Supports and coordinates marketing efforts that promote career technical education programs within the Orange County region. Enhances visibility and engagement of OCRC programs among key regional stakeholders and prospective students.
 8. **Budget & Fiscal Management:** Manages the consortium's budget and ensures fiscal responsibility. Monitors project expenditures and prepares regular financial reports.
 9. **Professional Development:** Organizes and coordinates professional development opportunities for Orange County CTE staff, faculty, and administrators to enhance capacity for program implementation and alignment with workforce needs. Provides Calibration Training to the SWP Regional Oversight Committee and the K-12 SWP Selection Committee to equip committee members with the knowledge, tools, and materials to review, score, and deliberate of SWP Regional and K-12 SWP applications.
- ~~• Serves as an active member of state-wide, regional or local committees representing the LAOCRC as appropriate;~~
 - ~~• Manages the regional consortium in conjunction with other co-chairs, including organizing consortium-wide meetings, developing and managing budgets, meeting reporting requirements, representing the consortium at statewide meetings and other operating duties of the Los Angeles/Orange County Regional Consortium.~~
 - ~~• Provides leadership and long range economic and workforce planning in consultation with career technical education deans, faculty and workforce constituents.~~
 - ~~• Serves the 9 Orange County college CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals.~~
 - ~~• Manages the Consortium in collaboration with the Los Angeles County Director, including organizing Consortium wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of LAOCRC.~~

**EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL
CONSORTIUM**

- ~~Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives.~~
- ~~Works with career technical education, workforce and economic development initiative directors and various workforce/economic development agencies (such as the Workforce Investment Boards and chambers) in the region to identify and develop strategies to determine work-based needs for student readiness.~~
- ~~Works with DSNs and various workforce/economic development agencies (WIOA, LAEDC, WDBs, chambers) in Orange County to identify and develop strategies to determine work-based needs for student readiness. Serves as regional liaison to external business and appropriate community organizations.~~
- ~~Serves as the regional liaison to external businesses and appropriate community organizations.~~
- ~~Convenes and coordinates meetings and collaborations to align consortium strategic goals with campus resources, professional development, and regional initiatives.~~
- ~~Provides leadership in budget management and the assessment of effectiveness measures in career technical education and workforce development.~~
- ~~Plans, schedules and communicates regularly to colleges, workforce groups, and other stakeholders on county specific activities/initiatives and employer needs.~~
- ~~Applies preparatory governance principles and interpersonal relationship building in a fair and consistent manner with deans, faculty, staff and student students, where applicable.~~
- ~~Serves on regional committees and councils; works with deans and directors of career technical education programs to facilitate implementation of state workforce and economic development initiatives, coordinates collaboration and convenes meetings to support regional alignment and strategic planning;~~
- ~~Oversees and facilitates regional program (curriculum) approval.~~
- ~~Coordinates and incorporates regional initiatives focused on specific industry sectors, and facilitates and supports regional workforce and economic development initiatives.~~
- ~~Facilitates connections between the colleges and industry sector initiative directors.~~
- ~~Supports and coordinates marketing efforts that promote the colleges career technical education programs.~~
- ~~Manages the regional consortia budget, monitors implementation of the work plan, and completes and submits reports as required by the grant.~~

~~This position reports to the designated administrator and manages assigned components of the Los Angeles/Orange County Regional Consortia grant in Orange County and supervises the program staff.~~

MINIMUM QUALIFICATIONS

Education and Experience

- A Master's degree in business, education, public administration, or a related field.
- At least five (5) years of progressively responsible administrative experience in a

**EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL
CONSORTIUM**

leadership role, including grant management, program development, and workforce or economic development in an educational or workforce setting.

Desirable Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome-based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources
- Experience facilitating large groups
- Grant management experience

Knowledge and Abilities

Through knowledge of:

1. California Chancellor's Office regulations and state workforce education policies.
2. Grant management, program oversight, and budget management.
3. Strategic planning and fostering industry partnerships.
4. Working with community colleges.
5. Leading workforce development initiatives.
6. Grant writing and fundraising experience.

Ability to:

1. Lead, Communicate and collaborate to work with diverse stakeholders.
2. Ability to analyze data and report on program outcomes.

~~Minimum Qualifications:~~ ~~A Master's degree in business administration, marketing, or related field and a minimum of five years experience in career & technical education, economic & workforce development, and regional project development.~~

~~Required Skills:~~ ~~Thorough knowledge of: federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit.~~

**DIRECTOR, ORANGE COUNTY REGIONAL ~~CONORTIUM~~ CONSORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Responsible ~~for managing the Workforce Development and Employer Engagement Initiative of the Orange County Regional Consortium (OCRC) to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services for the direction of the Orange County Regional Consortium (OCRC)~~ in accordance with the collaborative leadership of the Orange County community ~~colleges college~~ districts and ~~community~~ colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator.

REPRESENTATIVE DUTIES

1. Manages the deployment of employer engagement structure and strategies for the OCRC, in collaboration with the ~~Talent Development and Retention Directors~~ OCRC-workforce development and employer engagement initiative directors, hosted at community college districts and/or colleges in the Orange County region, to ensure districts and colleges are ~~supported and~~ assisted in expanding work-based learning, ~~increasing student~~ improving employment outcomes for students, and being responsive to employer workforce needs.
2. ~~Provide~~ Provides leadership and long-~~range~~ term employer engagement planning in consultation with ~~Talent Development and Retention Directors~~ OCRC workforce development and employer engagement initiative directors ~~to ensure for the~~ implementation ~~and execution of the following of impactful employer engagement~~ strategies, such as:
 - Work-Based Learning, Apprenticeships, Internships, and Faculty Externships
 - Career Placement, Comprehensive Supports, ~~and~~ Career Pathways, Assessment and Articulation of Prior Learning
 - ~~Comprehensive Supports and Pathways, Assessment of Prior Learning and Articulation; and~~
 - Alignment of Programs with Industry Training and Education Needs
3. Manages the ~~deployment of the OCRC employer engagement~~ evaluative process, in collaboration with the OCRC Chair and ~~Talent Development and Retention Directors~~ OCRC workforce and employment engagement initiative directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
4. ~~Assist~~ Assists OCRC ~~Talent Development and Retention Directors~~ workforce and employer engagement initiative directors with facilitating region-wide convenings to ensure equitable workforce training ~~is provided to all and~~ that it is accessible, efficient, responsive, data-driven and improves outcomes.
5. Convenes OCRC ~~Talent Development and Retention Directors~~ workforce and employer engagement initiative directors in regular standing meetings to review workplan objectives and activities, and

**DIRECTOR, ORANGE COUNTY REGIONAL ~~CONORTIUM~~ CONSORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

track, compile, and report outcomes for the following employer engagement benchmarks:

- ~~Expansion~~ Expand Work-Based Learning Opportunities for All Students;
 - ~~Increasing~~ Increase Student Employment Outcomes; ~~and~~
 - Responsiveness of Colleges to the Training Needs of Employers.
6. Facilitates connections between the colleges and employers, in collaboration with the ~~Talent Development and Retention Directors~~ OCRC workforce and employer engagement initiative directors.
 7. Supports and coordinates employer engagement efforts, in collaboration with OCRC workforce and employer engagement initiative directors ~~Talent Development and Retention Directors~~, that to promote the college's Orange County community-colleges' and adult education centers' career and technical education career programs and pathways that are driven by LMI informed by updated Labor Market Information and occupational data ~~provided by the Center of Excellence Director and/or staff.~~
 8. ~~Manages and provides supervision oversight for the OCRC employment engagement strategies in conjunction with the OCRC chair, OCRC Talent Development and Retention Directors, and OC Center of Excellence Director.~~
 9. ~~including organizing~~ Organizes consortium-wide employer engagement meetings, meeting reporting requirements, and representing represents the consortium at statewide and regional employer engagement meetings.
 10. Works with OCRC workforce and employer engagement initiative directors to plan, develop and implement the OCRC regional collaboration and coordination of employer engagement strategy strategies with business and industry.
 11. Works with various workforce ~~and~~ and economic development agencies in Orange County to ~~identify and align/leverage~~ align and leverage employer engagement strategies to ~~determine work-based needs for student readiness prepare and connect students for work-based learning opportunities.~~
 12. ~~Serve~~ Serves as an active member of state-wide, regional, or local committees ~~representing the duties of~~ to represent the OCRC's employer engagement initiative, ~~for the OCRC~~ as appropriate.
 13. Responsible for compliance ~~regarding with~~ regarding with program guidelines, contract regulations and other ~~issues rules and regulations~~ affecting employer engagement strategies for the OCRC member community college ~~districts districts' and community college's colleges'~~ colleges' career education programs.
 14. Serves on OCRC-appointed governance committees.
 15. Works with college administration, faculty and staff to promote the OCRC ~~regional collaboration and coordination~~ employer engagement initiative, and, coordinates activities with ~~the~~ OCRC member community college ~~district's districts'~~ districts' and ~~community college's colleges'~~ colleges' workforce and economic development programs; and performs other duties as assigned.
 16. ~~Prepares, monitors, administers, and tracks~~ Manages and monitors the employer engagement annual

**DIRECTOR, ORANGE COUNTY REGIONAL ~~CONORTIUM~~ CONSORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

budget and ~~related sub-agreement sub-agreements in the OCRC~~ to ensure performance and ~~the maintenance of adequate financial records effective fiscal management.~~

- ~~17. Responsible for the management and financial transactions as required, including those required for the employer engagement allocation for the OCRC regional collaboration and coordination grant.~~
18. Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce and economic development activities related to employer engagement.
19. Gathers and ~~compiles analyzes~~ data for reporting on workforce and ~~economic development initiative- employer engagement initiatives and~~ to satisfy accountability requirements.
20. Researches and prepares regular and special reports related to the OCRC employer engagement initiative.
21. ~~Plans, develops and maintains the~~ Maintains compliance with funding terms and conditions supporting the employer engagement initiative and other appropriate state and federal regulations and policies; ~~and, as appropriate.~~
22. Maintains current knowledge of federal and state legislation ~~effecting affecting~~ the OCRC regional collaboration and coordination employer engagement initiative; and workforce and economic development and labor market conditions.
23. Develops relationships with ~~Relate to~~ appropriate professional organizations.
24. Participates in community activities related to areas of responsibility.
25. Serves as the OCRC liaison for the Orange County region-wide employer engagement strategies.
26. Serves as regional liaison to external business and appropriate community organizations.

MINIMUM QUALIFICATIONS

Education and Experience:

- A Master's degree ~~in business administration, marketing, or related field~~ and
- A minimum of three (3) years of experience in career and technical education, economic and workforce development, employer engagement, and regional project development.

**DIRECTOR, ORANGE COUNTY REGIONAL ~~CONORTIUM~~ CONSORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

Knowledge of and Abilities To:

Knowledge and Abilities

Through Knowledge of:

1. ~~. Federal and state regulations governing California Community College Regional Consortia funding structures, including Perkins V, Strong Workforce Programs, and Economic and Workforce Development.~~
2. ~~Statistical and financial procedures.~~
3. Administration ~~Administration~~, supervision and training principles ~~for staff~~.
4. ~~well in writing, speakin~~ Communicate actual and proposed changes in regulations.
5. ~~Understand and apply changing policies procedures, and guideline guidelines.~~
6. ~~Write and speak effectively.~~
7. Delivering results in outcome-based workforce and economic development initiatives.
8. Excellent communication skills, including: a) written, b), oral, and c) active listening.
9. Leading discussions and making presentations using appropriate technological resources.
10. ~~Facilitating large roups-groups.~~
11. Teaching experience in community college career and technical education programs.

Ability to:

1. communicate effectively in writing and speaking and for diverse audiences and stakeholders.
2. Interpret and apply federal, state and grant regulations to implement programs to meet target objectives, remain compliant with grant terms and conditions and institutional policies and procedures and be fiscally sound.
3. Interpret data and statistical information to effectively manage programs that are successful in meeting their objectives

**DIRECTOR, ORANGE COUNTY REGIONAL ~~CONORTIUM~~ CONSORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

- ~~12. Make program and procedural analyses.~~
- ~~13. Maintain records and documentation subject to external audit.~~

- ~~1) Experience as a CTE Dean or CTE Assistant Dean~~
- ~~2) Earned doctorate~~
- ~~3)~~
- ~~4)~~
- ~~5)~~
- ~~6) .~~
- ~~7) .~~

Board Approval: ~~June 27, 2022~~

Grade ~~B~~ E



Rancho Santiago Community College District
2024 - 2025 District Council Meetings

REVISED

District Council meetings are generally held on the first Monday of the month from 1:30 to 3:00 p.m. Meeting participants include Chancellor's Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district's five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2024

July 15

August 26

October 7

November 4

December 2

Spring 2025

~~January 27~~

February 3

March 3

April 14

May 5

June 2