



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

**March 30, 2026**

**1:30 p.m.**

**Via Zoom**

<https://rsccd-edu.zoom.us/j/89858633983>

669-444-9171 / 898 5863 3983

**Agenda**

1. Call to Order/Update Martinez
2. Approval of District Council Meeting Minutes - **ACTION** Martinez
  - a. March 2, 2026 Meeting
3. Human Resources Items Olson
  - a. Approval of Reorg #1480 – DO/Business Svcs/Fiscal Services – **ACTION**
  - b. Job Description – Director, RSCCD Foundation - **ACTION**
4. Board Policies and Administrative Regulations Nery
  - a. BP 4040 Library and Learning Support Services – **INFORMATION**
  - b. AR 4040 Library and Learning Support Services – **ACTION**
  - c. AR 4102 Career Education Programs - **INFORMATION**
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 Johnson
  - d. Student Government - SAC S. Martinez
  - e. Student Government – SCC Lopez

Next Meeting:  
May 4, 2026



## Rancho Santiago Community College District District Council Meeting

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### MINUTES March 2, 2026

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Absent
	Jesse Gonzalez	Present
	Alejandro Moreno for Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Steve Bautista	Present
	Sara Gonzalez	Absent
	Tyler Johnson	Present
	Zina Edwards	Absent
	Bridgette Hernandez	Present
	Kimberly Ramirez	Present
	Kayla Lopez	Present
Guests:	Dawn Okinaka, CCCAC	Mark Turner, CCCAC
	Christine Fundell, CCCAC	Elisa Carrillo, CCCAC
	Avi Advani, CCCAC	
	Ron Gonzalves	Linda Melendez
	Kimberly Perna	Adam O'Connor
	Marvin Gabut, SAC	Joseph Alonzo, SCC
	Krystle Taylor, SAC	Scotty James, SCC

1. Call to Order/Update
  - a. Chancellor Martinez convened the meeting via Zoom Conference at 1:32 p.m.
  
2. State Chancellor's Office Accessibility Center Report
  - a. Dawn Okinaka from the California Community Colleges Accessibility Center presented the RSCCD Accessibility Capability Maturity Model report for the September 2025 districtwide engagement. This report will assist RSCCD in meeting the accessibility compliance deadline of April 24, 2026. A copy of the report will be sent to Jesse Gonzalez who will distribute to appropriate parties.

3. Approval of Minutes

- a. It was moved by Dr. Nery and seconded by Ms. Ingram to approve the minutes of the December 1, 2025 meeting. The motion passed with abstentions from Sara Gonzalez and Kayla Lopez. Mr. Johnson was not present at the vote.

4. Approval of 2026-2027 Tentative Budget Assumptions

- a. Asst. Vice Chancellor Fiscal Services Adam O'Connor presented the 2026-2027 Tentative Budget Assumptions that were approved and recommended by the Fiscal Resources Committee. It was moved by Ms. Ingram and seconded by Ms. Kubicka-Miller to approve the 2026-2027 Tentative Budget Assumptions as presented. The motion carried unanimously.

5. Approval of 2024-2032 Planning Process Manual

- a. Vice Chancellor Enrique Perez requested that this item be moved to the March 30, 2026 meeting. It was moved by Mr. Perez and seconded by Ms. Kubicka-Miller to place the item on the March 30, 2026 District Council meeting agenda. The motion carried unanimously.

6. Approval of Revision to AR 4240 Academic Renewal

- a. It was moved by Mr. Bautista and seconded by Ms. Ingram to approve revision to AR 4240 Academic Renewal as presented. Discussion ensued. It was requested that the following changes be made to the administrative regulation:
  - i. 3<sup>rd</sup> bullet on page 1: spell out the SAC and SCC acronyms
  - ii. 4<sup>th</sup> bullet on page 1: will read as follows: "Academic Renewal Without Course Repetition is solely the policy of ~~the Rancho Santiago Community College District~~ Santa Ana College and/or Santiago Canyon College and may not necessarily be followed by other institutions."The motion carried unanimously with the recommended changes discussed.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Vice Chancellor Perez reported on the recent meetings.
- b. Human Resources Committee (HRC)  
Vice Chancellor Olson reported on the recent meetings.
- c. Fiscal Resources Committee (FRC)  
Vice Chancellor Ingram reported on the recent meetings.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported on the recent meetings.
- e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on the recent meetings.

Tyler Johnson joined the meeting during committee reports.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Moreno reported on the SAC Academic Senate meetings and activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate meetings and activities.
- c. CSEA: Mr. Tyler Johnson reported on CSEA 579 activities.
- d. Student Government/SAC: Ms. Ramirez reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Lopez report on SCC ASG activities.

9. Other

- a. Ms. Ingram reported that a districtwide workgroup is being formed under Fiscal Services to plan and work on the statewide TOP to CIP code conversion.

Next Meeting: The next meeting will be held on Monday, March 30, 2026  
Meeting Adjourned: 2:43p.m.  
Approved: March 30, 2026

**REORGANIZATION REQUEST FORM**

Number # 1480  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department.  
If additional documentation is necessary, please attach additional pages.

Site/Department/Division: District Office/Business Services/ Fiscal Services - Accounting

Manager/Supervisor: Rasel Menendez *[Signature]* 2/17/25

Position(s) affected

CURRENT POSITION	PROPOSED POSITION
	One (1) District Accounting Supervisor (Grade I)

Current annual salary/benefits cost \$ NA Proposed annual salary/benefits cost \$ 221,523.78

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

RESTRICTED FUNDS  GENERAL FUNDS

Source of funding (account numbers): 12-3401-672000-54212-2110 (No Cost to the Colleges) (Attach necessary budget change forms)

**Reason for reorganization**

See attached.

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

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

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

Submitted by (District Cabinet Member): Iris Ingram *[Signature]* Date: 2/19/2026

**SIGNATURES AND/OR REVIEW DATES**

Human Resources (Signature/Date): <u>Alistair Winter</u> <small>Alistair Winter (Feb 20, 2026 09:26:22 PST)</small>	Business Operations & Fiscal Services (Signature/Date): <i>[Signature]</i> <u>2/18/26</u> <small>Maria Gil (Feb 20, 2026 09:26:47 PST)</small> <i>[Signature]</i> <small>Miguel Gonzalez</small>
<b>COLLEGE POSITIONS</b>	<b>DISTRICT POSITIONS</b>
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>[Signature]</i> <small>Marvin Martinez (Mar 2, 2026 13:21:24 PST)</small> <i>[Signature]</i> <small>Debra Gerard</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

*Debra Gerard*

District Accounting Supervisor – New Position  
Rationale and Cost Breakdown

The accounting department consists of nine staff members who report directly to the Director of Accounting, Audit, and Advisory Services. This new position will strengthen leadership and oversight in the department. This role is also essential for ensuring seamless transitions during absences, or unexpected departures or leadership changes within the Accounting Department or Fiscal Services. It also provides an opportunity for a clear growth path for high-performing staff who are both interested in and capable of stepping into managerial roles, helping to retain talent and maintain motivation within RSCCD. By establishing this position, the organization minimizes the risks of losing critical knowledge due to leadership vacancies, giving way to effective succession planning and talent development.

Furthermore, the Director of Accounting, Audit, and Advisory Services manages both the District's internal audit and accounting departments. This new role will help better supervise and review and approve the work of nine (9) analysts and accountants, all performing high-level and complex accounting transactions on a day to day basis. This position will also help address new developments and responsibilities for the team, such as new Government Accounting Standard Board (GASB) pronouncements, and other new mandatory and required compliance requirements.

This new job description was previously approved during the July 21, 2025 District Council meeting and was subsequently approved by the Board the following month.

**RSCCD**

**2025-2026 Cost of Position**

**COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT**

<b>POSITION TITLE</b>	<b>District Accounting Supervisor</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade I (Step 4)	\$ 11,799.527	12	\$ 141,594.32

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	26.810%	37,961.44	
SOCIAL SECURITY	6.200%	8,778.85	
MEDICARE	1.450%	2,053.12	
UNEMPLOYMENT	0.050%	70.80	
WORKERS COMP	1.750%	2,477.90	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.260%</b>	<b>\$ 51,342.11</b>	<b>\$ 51,342.11</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 192,936.43</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.750%	58.10	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.450%</b>	<b>\$ 3,633.74</b>	<b>\$ 3,633.74</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	141,594.32	127.43	
MEDICAL INSURANCE (see below)		24,826.18	
<b>TOTAL INSURANCE COST</b>		<b>24,953.61</b>	<b>\$ 24,953.61</b>

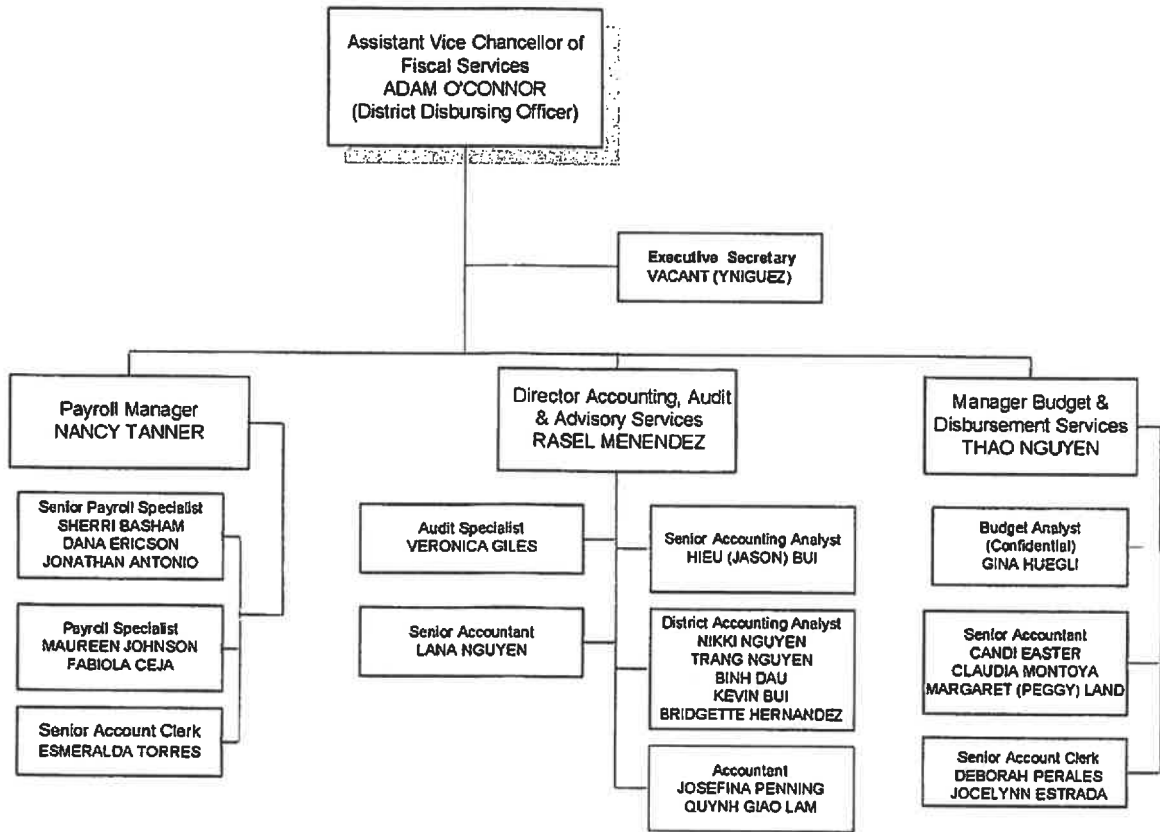
<b>TOTAL COST OF POSITION</b>	<b>\$ 221,523.78</b>
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<b>BENEFITS =</b>	<b>\$ 79,929.46</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>56.45%</b>

<b>Admn., Superv/Mang. &amp; Conf.</b>	<b>Max</b>	<b>45,220.68</b>	<b>25,296.98</b>	<b>AVERAGE</b>
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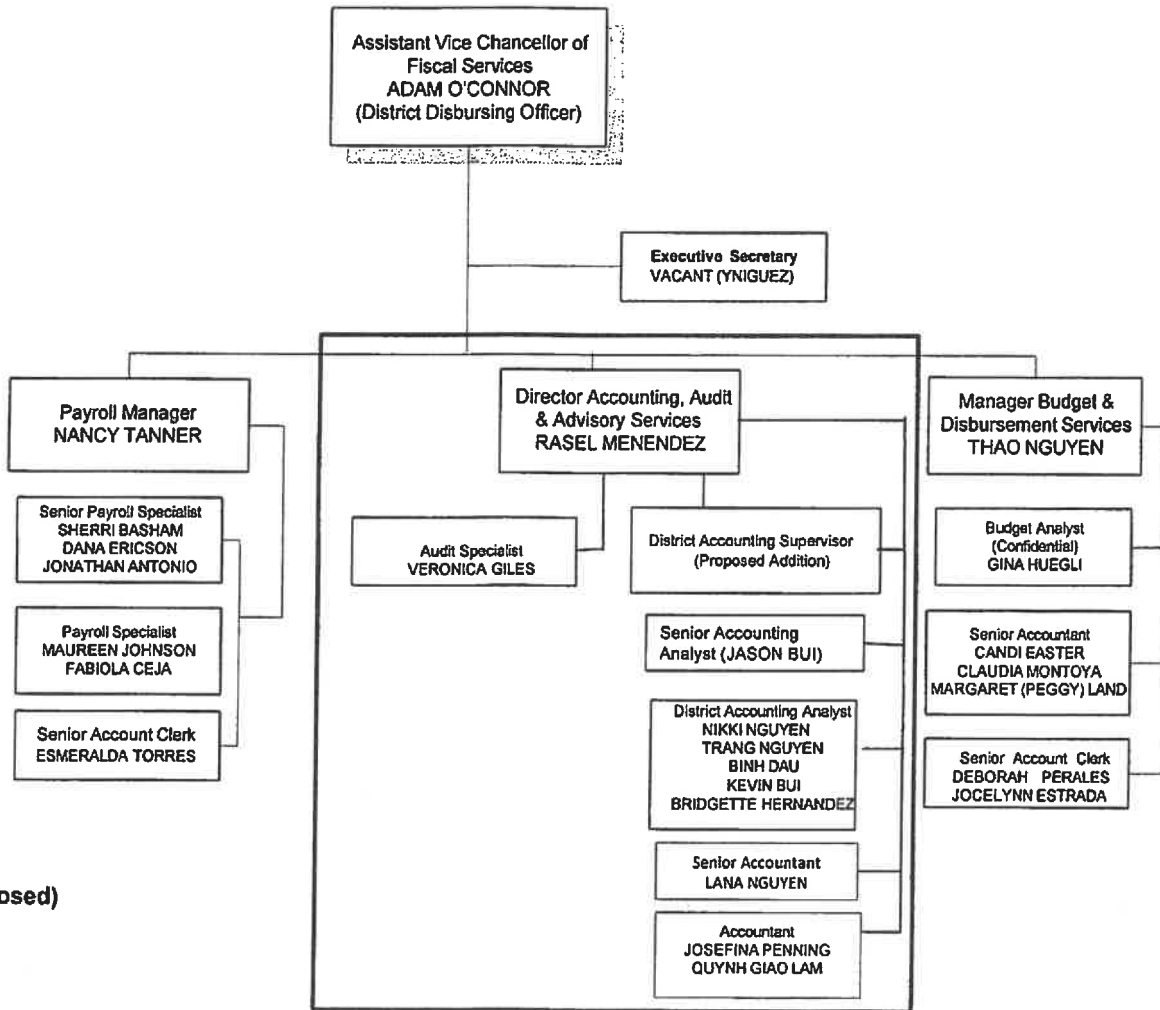
**NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W**

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



Fiscal\_Services (Current)

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



Fiscal Services (Proposed)

**DISTRICT ACCOUNTING SUPERVISOR  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

The District Accounting Supervisor supports the oversight and management of professional and clerical accounting staff within the Accounting Department. This position collaborates with Information Technology Services (ITS) on Fiscal Services matters and collaborates in special accounting-related projects. Additionally, this position assists in providing training and support to accounting personnel and other employees requiring guidance in accounting-related activities, ensuring compliance with federal, state, and local regulations, contractual obligations, and district policies. The Accounting Supervisor reports directly to the Director of Accounting, Audit, and Advisory Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in supervising, assigning, training and reviewing the work of the assigned professional and clerical accounting staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work, and assisting in completing staff's performance reviews.
2. Assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, contractual obligations and district policy.
3. Assists to coordinate year-end-financial closing with college budget centers and district personnel; analyzes accruals and carryover budgets
4. Maintains the chart of accounts of the district and foundations to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions and reclassifying existing accounts.
5. Research and develop procedures to identify, analyze and resolve complex accounting problems; develop recommendations for presentations to administrators and management at the District and Colleges; maintain and updates accounting related desk procedures as necessary.
6. Assists in reviewing the district budget, accounting transactions, bank reconciliations, balance sheet reconciliations, accounts payable and accounts receivable, and financial reports for categorical/special programs, assuring accuracy and compliance with Title 5 requirements and the Community College Budget and Accounting Manual.
7. Analyzes a variety of financial information, corresponds and interacts with internal and external auditors on all financial transactions for the district including any financial aspect of audits.
8. Coordinates and reviews the work of accounting staff to ensure the accuracy and compliance of the general ledger and district budget in collaboration with county officials; reviews complex financial reconciliations, including of faculty load banking records and accrued leave balances; assists in overseeing the federal student financial assistance program budgets, monitoring cash balances, and requesting funds as needed.
9. Assists in coordinating financial aid payments and disbursements to students with the financial aid director; assists in coordinating accounts receivable and collection of district awards and loans.
10. Assists in developing, implementing, and maintaining an integrated, automated financial management/ accounting system; conducts training workshops for district staff in the proper utilization of the financial/accounting system for transactions related to all funds, including auxiliary operations and foundations.

**DISTRICT ACCOUNTING SUPERVISOR  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

11. Assures compliance with a variety of local, state and federal laws, codes and regulations, including Government Accounting Standards Board (GASB) regulations; in conjunction with ITS, responsible for the finance or accounting component of the district information system, liaise with fiscal services department management and staff, ITS staff, and vendors to identify, define and document operational objectives and requirements; existing operational procedures and transactions, workflows, and issues; data collection and ownership, and information reporting requirements and responsibilities related to the use of the district information system package;
12. Interview and assist in selecting permanent staff; train, develop, supervise, and evaluate assigned personnel assuring compliance with District, County and State requirements; recommend disciplinary action as necessary; resolve technical problems and/or procedural questions; prepare written performance evaluations regarding subordinates; counsel and advise staff as needed.
13. Performs related duties as required.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Principles, practices, and procedures of accounting, with an emphasis on governmental accounting, including Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) regulations.
2. Applicable sections of State Education Code and other applicable laws.
3. Higher education accounting and budgeting methods.
4. Federal, state, and local laws, ordinances, codes, regulations, and policies affecting accounting and financial systems.
5. Enterprise systems and accounting software.
6. Principles of management, supervision, and training, as well as financial reporting requirements particularly pertaining to governmental and higher education fiscal procedures.

Ability to:

1. Communicate effectively, both verbally and in writing.
2. Plan, organize, and oversee accounting operations while meeting critical deadlines.
3. Analyze complex financial data, draw sound conclusions, and provide well-reasoned recommendations.
4. Prepare clear and comprehensive financial reports.
5. Develop and implement procedures that improve efficiency and ensure compliance with policies and regulations.
6. Interpret and apply a wide range of governmental and departmental policies and regulations.
7. Effectively use computers, enterprise accounting systems, and related software.
8. Direct and coordinate the work of others.
9. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
10. Establish and maintain cooperative working relationships with internal college and district personnel, external auditors, vendors, professional colleagues and representatives from various outside agencies.

**DISTRICT ACCOUNTING SUPERVISOR  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of training and experience equivalent to a Bachelor's Degree from an accredited college or university with a major in accounting, business administration, finance; or a closely related field including or supplemented by at least 24 semester units in accounting. A minimum of five years of increasingly responsible accounting experience, including experience in a lead or supervisory capacity.

**Desirable qualifications:**

A valid license to practice as a Certified Public Accountant in California, experience in financial management at a supervisory level and experience in higher education accounting is desirable.

Board of Trustees Approval Date: August 11, 2025

## **DIRECTOR, RSCCD FOUNDATION**

### **CLASS SUMMARY**

Responsible for planning, organizing, coordinating and implementing economic and resource development programs that generate financial support for the District Foundation and district mission, including developing, budgeting, monitoring and reporting on resource development and fundraising activities and other designated programs which raise funds for the district. Serves as the director of the foundation; Performs a variety of programmatic, operational, and technical duties in support of assigned fundraising programs and projects; directs and supervises foundation staff; organizes and facilitates activities and meetings of foundation volunteer board, community auxiliary committees and other District support groups. Works with the assigned administrators to design and implement programs and activities to advance district foundation goals and objectives.

### **ORGANIZATIONAL RELATIONSHIPS**

This classification reports to the assigned administrator.

### **REPRESENTATIVE DUTIES**

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Develop policies and procedures to implement and monitor RSCCD Foundation initiatives and resource development activities.
2. Administers a variety of development activities including contract education, income/revenue generating programs, and grant-funded programs aligned with RSCCD Foundation mission, goals and objectives.
3. Design contract education training programs, including recruiting and hiring trainers, directing development of customized training and creating a business plan to establish revenue generation targets and methodologies.
4. Coordinates RSCCD Foundation community relations programming and activities.
5. Prepares and distributes reports relating to RSCCD Foundation activities.
6. Serves as administrative liaison to the RSCCD Foundation Board of Directors, working closely with volunteer Board to facilitate their knowledge, support and advocacy for RSCCD Foundation initiatives and programs.
7. Researches, investigates and develops corporate, community, individual and other grant and advancement programs useful in soliciting funds.
8. Identifies and pursues federal, state and local funding opportunities that support and align with the RSCCD Foundation mission, goals and objectives.
9. Participates in, develops and represents the District Foundation at economic development

networks with chambers, professional organizations, community organizations, and regional, state and national agencies and programs for collaboration that advances the RSCCD Foundation's mission.

10. Manages program performance against defined goals, regulatory requirements, and contractual obligations; identifies issues, documents findings, and supports corrective actions as needed.
11. Manages and maintains communications with business partners, community leaders, and community organizations to encourage long-term relationships with the District Foundation; develops and maintains collaborative relationships with employers and industry partners for economic development programs and projects.
12. Manages and executes Foundation signature and special events, such as training conferences, summits and workshops; oversees event materials, coordinates logistics and vendor relations, and manages post-event activities such as post-event communications and acknowledgments.
13. Manages the creation of digital and printed materials to support Contract Education outreach, including e-newsletters, direct mail, annual reports, and web content; supports online presence through internet tools and social platforms; researches and recommends digital strategies to increase use of Contract Ed services.
14. Works closely and effectively with district departments and staff to effectively implement RSCCD Foundation initiatives and programs.
15. Responsible for managing the RSCCD Foundation budget, monitoring revenue and expenses, and production of financial statements to present to the RSCCD Foundation Board of Directors.
16. Works with legal counsel on legal aspects of RSCCD Foundation programs and initiatives.
17. Performs related work as required.

### **Knowledge and Abilities**

#### Good knowledge of:

1. Applicable laws, regulations, policies, and procedures relevant to the position.
2. Economic development programming and services;
3. Methods and techniques for collecting, organizing, and reporting data and information.
4. Principles and practices of budget tracking, and maintenance.
5. Event planning logistics, promotional strategies, and donor stewardship practices.
6. Program income tracking systems and procedures for maintaining accurate financial records and statements.
7. Digital communication tools and techniques for developing outreach materials and maintaining an online presence.
8. Basic grant development processes, including identification, proposal preparation, and implementation support.
9. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.
10. Current trends impacting the small business community;
11. Contract education/training programs; local, state, federal agencies, community

- organizations and economic development organizations;
12. Effective communication with RSCCD Foundation board members and senior leaders and stakeholders in government, industry, economic development, education and the community;
  13. Business planning and development;
  14. Principles of supervision, training, and performance evaluation.
  15. Techniques to prevent and resolve interpersonal and professional conflicts.
  16. Effective and concise verbal and written communication skills.
  17. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
  18. General fund management and program implementation compliance principles and standards.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities
2. Apply established policies, procedures, and operational standards to support program and training event implementation.
3. Prepare clear and concise reports, correspondence, documentation, and other written materials.
4. Maintain accurate records and data systems in accordance with applicable procedures.
5. Support the evaluation and enhancement of program and project delivery by providing input, feedback, and recommendations aligned with established goals and procedures.
6. Design and implement initiatives and programs for the RSCCD Foundation, such as revenue generation and economic development projects;
7. Effectively manage revenue producing and grant-funded programs; write clear and concise complex documents;
8. Effectively support, inform and engage the board members to contribute to advancing the Foundation's work;
9. Identify and pursue resource development and grant-funding opportunities;
10. Direct the operation of a comprehensive foundation office including supervising staff and budget/accounting practices;
11. Communicate effectively in oral and written form;
12. Comprehend and interpret financial statements;
13. Maintain compliance standards;
14. Understand and carry out oral and written instructions;
15. Establish and maintain effective relationships with those contacted in the course of work;
16. Work and communicate effectively with all stakeholders and constituencies impacted and involved in the RSCCD Foundation's work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

A bachelor's degree from an accredited college or university.

**Experience:**

A minimum of four years of experience in implementing and managing resource/economic development programs and experience in public relations, marketing, including successful interactions with businesses, corporations, community members and organizations and the academic community. Experience and progressive responsibility for supervising employees.

Community college and grant-funded program experience is also highly desirable.

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

DRAFT

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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**BP 4040 Library and Learning Support Services**

**References:**

Education Code Section 78100  
Civil Code Section 1798.90  
ACCJC Accreditation Standard [# 2.7](#)

The District shall have library and learning support\_services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

**Adopted:** July 21, 2014  
**Revised and Retitled:** June 15, 2015  
**Reviewed:** May 7, 2018  
**Reference Updated:** [March 30, 2026](#)

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4040 Library and Learning Support Services**

### **Reference(s):**

Education Code, Sections ~~78100, 78101 and 78103~~  
~~Title 5, Section 51023~~  
ACCJC Accreditation Standard ~~II.B (formerly II.C)~~ 2.7

The District supports the quality of its instructional programs by providing library and other learning support services sufficient in quantity, currency, depth and variety to facilitate educational offerings, regardless of location or means of delivery.

### ~~The College Librarians will:~~

- ~~• Establish and regularly review procedures for selection, deselection and challenging of library resources;~~
- ~~• Develop and maintain a comprehensive collection of library resources, regardless of format that; supports the curriculum, reflects a variety of perspectives and utilizes professional literature and tools for selection and deselection.~~
- ~~• Instruct students and assist faculty in the principles of information competency.~~

### ~~Selection of library resources shall consider:~~

- ~~• Providing materials that enrich and support curriculum~~
- ~~• Providing materials that stimulate learning~~
- ~~• Providing materials that represent the diversity of the District.~~
- ~~• Placing principle above personal opinion and reason above prejudice in the selection of materials.~~

~~If the content of library materials is questioned or challenged, the appropriate should be completed and submitted to the Dean of the Library. The College Librarians will then review the questioned materials and determine if they are consistent with the current collection development procedures and principles of intellectual and academic freedom. The Dean will provide a response to the individual questioning the materials as well as the Vice President of Academic Affairs.~~

**Adopted: September 17, 2018**  
**Revised: March 30, 2026**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4102 Career Education Programs**

### **Reference(s):**

- Title 5 Sections 55600 et seq.
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition)
- 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
- ACCJC Accreditation Standard ~~H.A.14~~ 2

Career Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. The Governing Board shall approve all programs identified within this category based on the recommendation of the Curriculum and Instruction Council.

Each Career Education Program shall have an advisory committee comprised of members from business and industry and other members such as student graduates, and current students. The advisory committee shall meet at a minimum of one time each academic year. The role of the business/industry advisory committee shall be to ensure that students receive the knowledge and skills necessary to enter a specific field of employment. All committee rosters, agendas, and meeting minutes are retained on file in the office of the appropriate dean.

Biannual program reviews are completed for all career education programs. Program review documents the viability of programs in relation to the local labor market and job availability and shall follow the same procedures for program review established by the college. Ensuring completion of career education program review is the responsibility of the appropriate dean.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chancellor will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students on its website.

The Chancellor shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

**Adopted:** September 17, 2018  
**Reference Updated:** March 30, 2026