



Rancho Santiago Community College District
District Council Meeting
December 1, 2025

1:30 p.m.

Via Zoom

<https://rscdd-edu.zoom.us/j/81897081328>
669-444-9171 / 818 9708 1328

Agenda

- | | |
|---|--|
| 1. Call to Order/Update | Martinez |
| 2. Approval of District Council Meeting Minutes - ACTION
a. August 25, 2025 Meeting | Martinez |
| 3. Job Descriptions – ACTION
a. Asst. Vice Chancellor, Fiscal Services
b. Asst. Director, OC Center of Excellence | Olson |
| 4. ITS Annual Update – INFORMATION | Gonzalez |
| 5. Committee Reports – INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Olson
Ingram
Ingram
Gonzalez |
| 6. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate - SCC
c. Classified Staff
d. Student Government - SAC
e. Student Government – SCC | Coyne
Kubicka-Miller
Johnson
Ramirez
Lopez |

Next Meeting:
January 26, 2026



Rancho Santiago Community College District District Council Meeting

MINUTES August 25, 2025

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Arleen Satele for Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Steve Bautista	Present
	Sara Gonzalez	Present
	Tyler Johnson	Present
	Omelina Garcia	Absent
	Bridgette Hernandez	Present
	Kimberly Ramirez	Present
	Kayla Lopez	Present
Guests:	Adam O'Connor	
	Chi-Chung Keung	
	Kennethia Vega	

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 and seconded by Ms. Ingram to approve the minutes of the June 2, 2025 meeting. The motion passed with abstentions by Mr. Bautista, Ms. Gonzalez and Ms. Lopez.
- b. It was moved by Ms. Ingram and seconded by Ms. Hernandez to approve the minutes of the July 21, 2025 meeting. The motion passed with abstentions by Mr. Bautista, Ms. Gonzalez, Ms. Tara Kubicka-Miller, Ms. Coyne, Mr. Johnson and Ms. Lopez.

3. Approval of Updated 2025-2026 Adopted Budget

- a. It was moved by Ms. Ingram and seconded by Ms. Hernandez to approve the 2025-2026 Adopted Budget as presented. Asst. Vice Chancellor Adam O'Connor presented the highlights of the 2025-2026 Adopted Budget that was recommended by the Fiscal Resources Committee. Discussion ensued. The motion carried unanimously.

4. Approval of HR Items

- a. Reorg #1469 - It was moved by Ms. Ingram and seconded by Mr. Johnson to approve Reorg #1469 DO/District Safety and Security as presented. Discussion ensued. The motion carried unanimously.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported on the June 25, 2025 meeting.
- b. Human Resources Committee (HRC)
Vice Chancellor Olson reported on the August 20, 2025 meeting.
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Ingram reported on the August 20, 2025 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported there was no meeting but an email update of the status of projects.
- e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported that the next meeting of TAG will be held September 4, 2025.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne 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. Kimberly Ramirez announced that she had been elected ASG President and was no longer an interim. She then reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Lopez reported on SCC ASG activities.

7. Supplemental Agenda

- a. Following the adjournment of the meeting, District Council considered items by way of a supplemental agenda that had not been placed on the published meeting agenda. The supplemental agenda was posted on the District Council website as well. The consideration of the agenda items and vote were done via email.
 - i. Reorg #1470 – It was moved by Ms. Coyne and seconded by Mr. Johnson to approve Reorg #1470 DO/Ed Services/ITS as presented. The motion carried unanimously.
 - ii. Reorg #1471 – It was moved by Ms. Coyne and seconded by Mr. Johnson to approve Reorg #1471 DO/Human Resources as presented. The motion carried unanimously.

Next Meeting:	The next meeting will be held on Monday, August 25, 2025
Meeting Adjourned:	2:16 p.m.
Approved:	December 1, 2025

ASSISTANT VICE CHANCELLOR FISCAL SERVICES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATIVE

GENERAL RESPONSIBILITIES POSITION OVERVIEW

Directly responsible to the Vice Chancellor ~~of Business Operations and Fiscal~~ Services for the leadership and administration of all aspects of accounting, ~~disbursement services~~, budgeting, payroll, ~~contract management, financial reporting~~ and internal and external auditing functions. Also directly responsible to the Vice Chancellor for other financial matters including financial project management and other business functions as assigned. ~~This position is a classified position.~~

SPECIFIC RESPONSIBILITIES 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. Plan, organize, direct and lead activities and the operations of Fiscal Services, assuring compliance with applicable laws, codes and regulations.
2. Develop strategic initiatives for district-wide fiscal management and practices; develop fiscal policies and procedures; interpret laws and advise District and campus staff regarding policies and procedures.
3. Provide leadership and direction for fiscal strategies, accountability, solvency, and sound business practices; provide leadership and assistance to the District's budget planning including the District's Budget Allocation Model, multi-year forecasts and plans, and other budget allocation processes, ensuring all policies, processes and systems are implemented and executed.
4. Direct the development, review and analysis of all district-wide budgets and related documents to assure proper allocations, fund disbursement and compliance with legal requirements.;
5. Evaluate and project annual income and expenditures; monitor spending to ensure compliance with established limitations.
6. Coordinate and oversee timely completion of required reports including the CCFS-311 fiscal report, CCFS-320 attendance report, cash flow analysis and other system, state, and federal reports and forms.
7. Ensure that all accounting transactions are performed according to applicable regulations and policy; ensure timely and accurate processing of payments to vendors and deposit of receipts.
8. Serve as the district's Disbursing Officer with the Orange County Department of Education, to whom the District is fiscally accountable. This position has the authority in the legality of expenditures and has access to legal counsel and direct access to the Board under such circumstances.
9. Ensure timely and accurate preparation, production, and distribution of employee payroll checks; ensure the timely processing and records maintenance related to employee leave balances, tax reporting, and payroll deductions.
10. Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting; maintain proper internal accounting controls over all accounting functions to safeguard District assets, and establish accuracy and reliability of financial data; coordinate audits and direct and participate in the review and auditing of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.
11. Ensure proper and timely resolution of fiscal issues and discrepancies.

ASSISTANT VICE CHANCELLOR FISCAL SERVICES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATIVE

12. Ensure contract compliance with federal, state codes and laws, and District Board Policies and Administrative Regulations and overall management of all District contracts.
13. Lead, assess, and mentor team members to ensure daily operations excellence and encourage and inspire creativity.
14. Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, and evaluation of assigned staff;
15. ~~also~~ Responsible for administering collective bargaining agreements and compliance with District policies, rules and regulations regarding personnel.
16. Provide consultation, ~~and~~ technical expertise, and advice to administrators, faculty, staff, and outside agencies concerning fiscal operations and activities; respond to inquiries and provide detailed information concerning accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.
17. Innovate and implement new ideas for continuous improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of fiscal services.
18. Advocate for the technological needs of all Business Services.
19. Maintain communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations.
20. Make oral presentations, provide information regarding the fiscal services of the district; represent the District/department at meetings as assigned.
21. Serve on and provide information for a variety of committees; serve as liaison for the Fiscal Services department with other departments, divisions, and outside agencies.
22. Assist with general obligation bond and Certificates of Participation transactions, including financial analysis and reports, preparation for and participation in bond rating assessment interviews with external agencies, and construction program fiscal management.
23. Perform other duties as assigned and serves as backup to the Vice Chancellor of Business Services.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures.
2. Governmental Accounting Standards Board pronouncements and Generally Accepted Accounting Principles as they relate to governmental agencies.
3. Financial information software applications and systems and their use in financial analysis and reporting.
4. California Education Code and Title 5 requirements relating to budget and accounting.
5. Community College Budget and Accounting Manual.
6. Accounting and record keeping procedures.
7. Principles of supervision, training, performance evaluation, team building, motivation, and conflict resolution principles.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.

ASSISTANT VICE CHANCELLOR FISCAL SERVICES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATIVE

Ability to:

- ~~1. Ability to resolve problems, analyze and apply laws, regulations, theories and methodology, and program specifications, plan and evaluate activities, research and programs, research, analyze, apply and articulate results, build consensus, and supervise staff.~~
2. Plan and evaluate activities and programs;
3. Conduct research and articulate results; clearly communicate ideas and recommendations; write clear and concise reports, presentations, and related communications.
4. Interpret, apply, and explain rules, regulations, policies, and procedures.
5. Analyze situations accurately and adopt an effective course of action.
6. Develop and implement procedures that improve efficiency and ensure compliance with applicable laws, codes, regulations, policies, and procedures.
7. Manage multiple projects while meeting schedules and timelines.
8. Communicate effectively both orally and in writing.
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 college and district personnel, vendors, professional colleagues and representatives from various outside agencies.
11. Oversee, direct, and coordinate the work of assigned staff.
12. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

REQUIRED SKILLS AND QUALIFICATIONS **MINIMUM QUALIFICATIONS**

Education and Experience:

~~A Bachelor's degree in business, economics, management or public administration; and at least five years of recent experience in budgeting and accounting services for a public agency.~~

Bachelor's degree from an accredited college or university and five (5) years of recent, increasingly responsible experience in budgeting and accounting services for a public agency OR Master's degree/Doctorate degree from an accredited college or university and three (3) years of recent experience in budgeting and accounting services for a public agency. Supervisory experience is required, including at least three (3) years of direct supervisory experience while managing a mid- to large-sized complex budgeting and accounting department within a public agency, with demonstrated skills in leadership, multi-year financial analysis, forecasting and planning, and developing and carrying out strategic initiatives. Possession of a current and valid Certified Public Accountant license is required.

DESIRABLE QUALIFICATIONS

Possession of a graduate degree in business administration, accounting, finance, or related field from a regionally accredited institution ~~and a current and valid Certified Public Accountant license are~~ is desired.

ASSISTANT VICE CHANCELLOR FISCAL SERVICES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATIVE

Knowledge of California Community College regulations and experience working in a participatory governance educational environment are desired.

Board of Trustees Approval: February 2012
Board of Trustees Revision Approval:

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

~~Responsible to the Director of Orange County (OC) Center of Excellence for the~~ The Assistant Director, Orange County (OC) Center of Excellence is responsible for the coordination and performance of the functions, projects, and activities of the Orange County Center of Excellence in accordance with the collaborative leadership of the Orange County community college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives. Conducts research on workforce development needs, analyzes various program data, and develops reports. In coordination with the Orange County Center of Excellence **Regional** Director, provides consultation and technical expertise to Orange County community colleges. This position reports to, receives direction from, and works in collaboration with the **Regional** Director, Orange County Center of Excellence.

REPRESENTATIVE DUTIES 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. Coordinates, reviews, and performs the daily functions, projects, and activities of the Orange County Center of Excellence, including workforce research, partnership development, and directing Orange County Center of Excellence classified staff, **at the direction of the Regional Director.**
2. Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
3. In coordination with the Orange County Center of Excellence **Regional** Director, provides consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
4. Manages and responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) **needed** for program recommendation.
5. Writes, prepares, and maintains comprehensive reports and makes oral presentations explaining research findings related to labor market information, implications, and applicability.
6. Coordinates communications and information between other Center of Excellence regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies.
7. In collaboration with Orange County Center of Excellence **Regional** Director, conducts outreach activities to regional stakeholders.
8. Participates in Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
9. Makes presentations at meetings and conferences.
10. Stays abreast of new trends and innovations related to Center of Excellence programs, projects, and services.

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

11. Collaborates with Statewide Center of Excellence Director and other Center of Excellences in statewide research projects, workgroups, and development of Center of Excellence products.
12. Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
13. Participates in the selection ~~of~~, training ~~trains~~, motivation ~~motivates~~, and evaluation ~~evaluates~~ of assigned personnel.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The California Community College System.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Labor market information, workforce, and data research practices to produce workforce and data-driven research projects and reports.
4. Principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.
5. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
6. Expertise in computer software applications related to data analysis, data visualization, and report generation, including a high-level of proficiency in Excel.
7. Applicable laws, regulations, policies, and procedures relevant to the position.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.
10. Leadership, team building, motivation, and conflict resolution principles.
11. Effective planning and organizational techniques.

Ability to:

1. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
2. Work with **Regional** Director to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action.
3. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical ~~time~~ deadlines.
4. Maintain effective working relationships with staff, senior management, representatives of regional community colleges, officials, contractors and the general public.
5. Effectively represent the Center of Excellence in contacts with regional colleges, K-12 partners, Workforce Development Boards, governmental agencies, community groups, and various business, professional, educational and legislative organizations.
6. 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.
7. Communicate effectively both orally and in writing.

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

8. Interpret, apply, and explain district policies and procedures.
9. Develop and implement procedures that improve efficiency and ensure compliance with district policies and procedures.
10. Oversee, direct, and coordinate the work of assigned staff.
11. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

MINIMUM QUALIFICATIONS

Education and Experience:

~~Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years demonstrated experience to conduct research within career technical education, and/or economic workforce development.~~

~~Bachelor's degree from an accredited college or university and three (3) years of demonstrated experience conducting research within economic workforce development, and/or career technical education OR Master/Doctorate degree from an accredited college or university and one (1) year of demonstrated experience conducting research within economic workforce development, and/or career technical education OR equivalent combination of training and experience.~~

Board of Trustees Approval: June 27, 2022

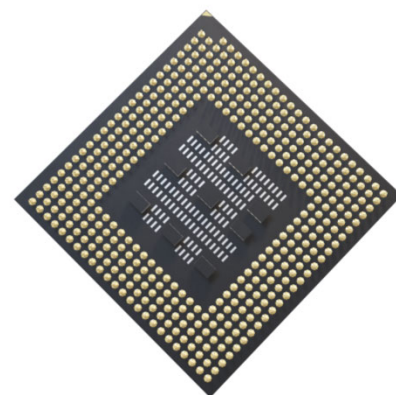
Board of Trustees Revision Approval:



Information Technology Services



ITS Annual Report



Fiscal year 2024-2025
July 1, 2024, to June 30, 2025



SANTA ANA COLLEGE



Santiago Canyon College

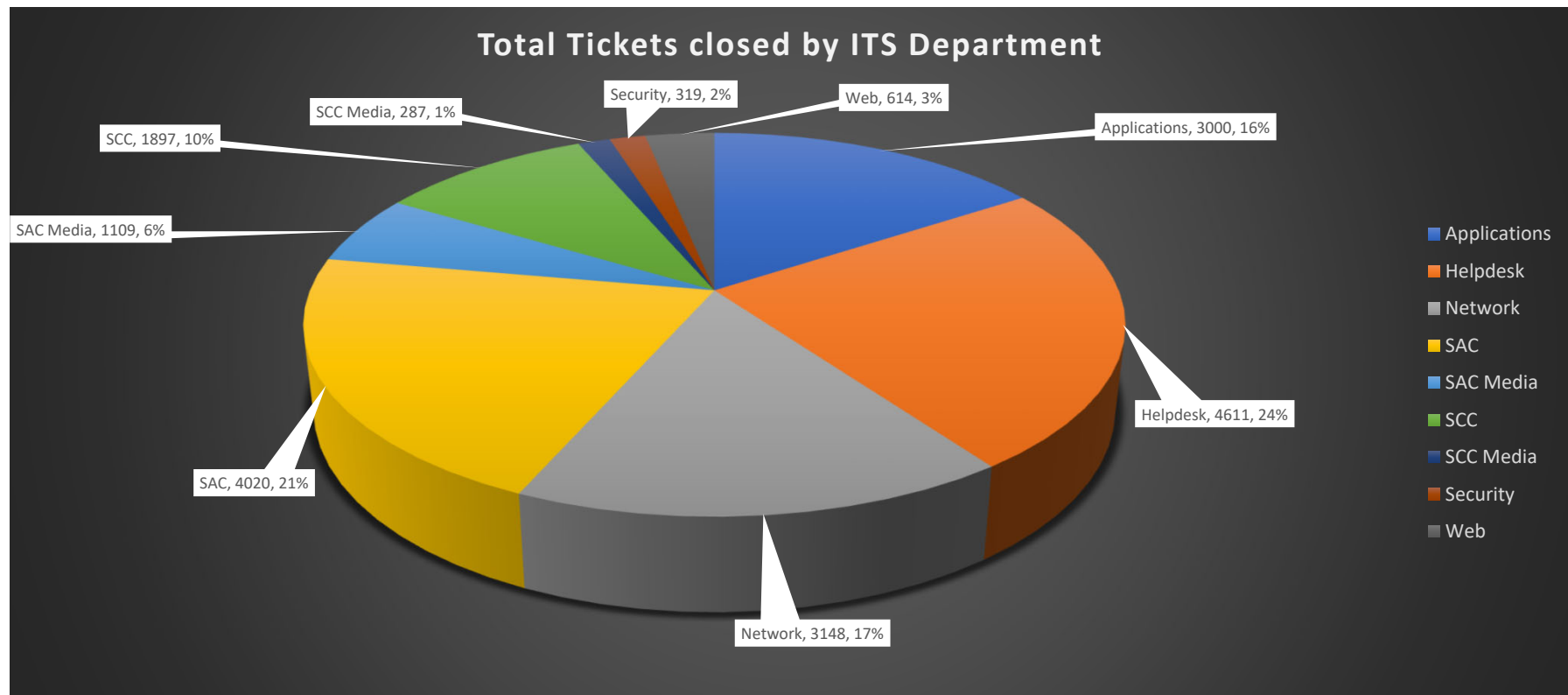
ITS Workload At a Glance

- 629 Projects Completed
- 19,005 Total Tickets Closed
- 50 ITS Personnel:
 - 15 at SAC/CEC
 - 2 Media Team members
 - 8 at SCC/OEC
 - 2 Media Team members
 - 14 Enterprise Applications
 - 7 Districtwide Infrastructure
 - 3 Helpdesk (Only 1 Full Time Resource)
 - 2 Web
 - 1 Security
- Average Ticket closure of 32 Tickets Per ITS Resource per month
- Average of 52 projects completed per month



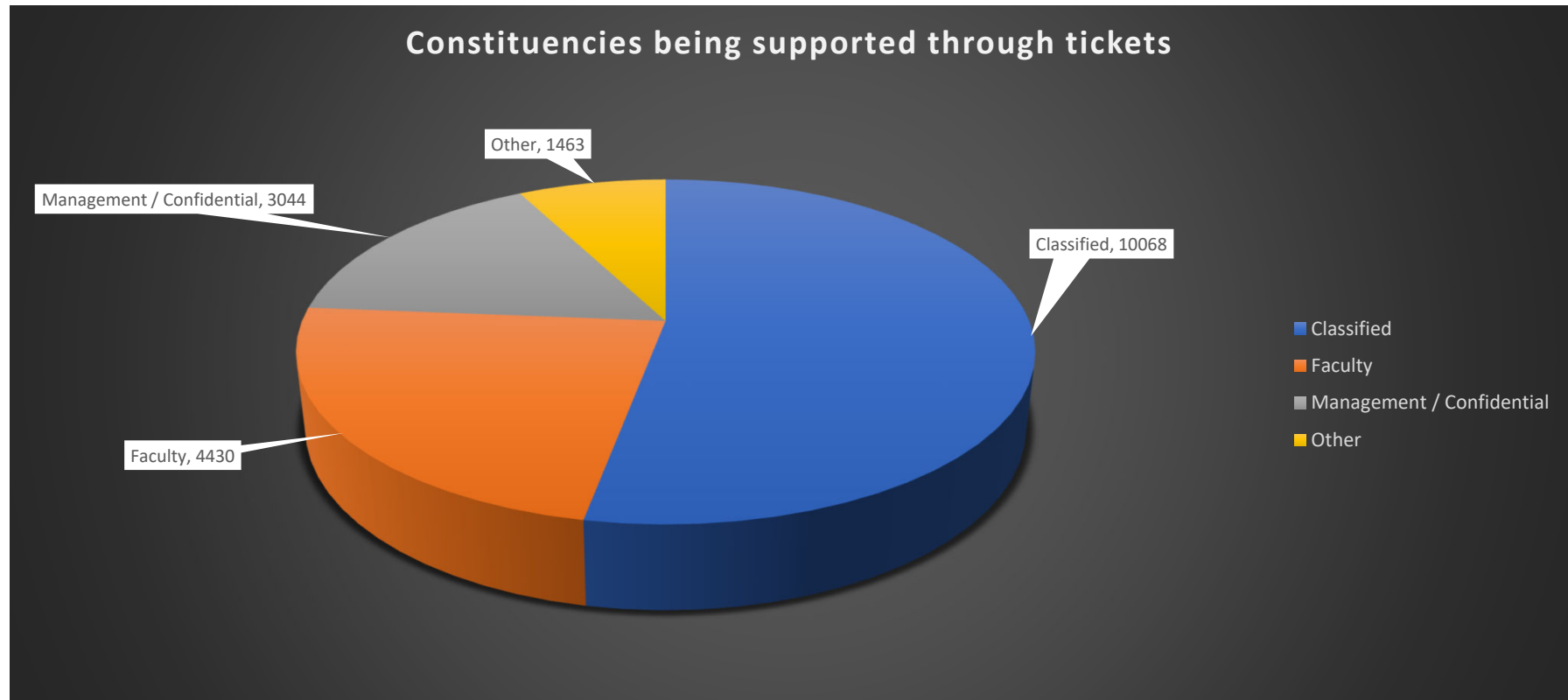
All ITS Support

19,005 Total Tickets closed July 1, 2024, to June 30, 2025



All ITS Tickets Closed by Constituency

19,005 Total Tickets closed July 1, 2024, to June 30, 2025



Districtwide Initiatives from Technology Plan

- 28 Initiatives for 2024-2025

<u>Initiative ID #</u>	<u>District Wide Initiatives 2024-2025</u>	<u>Short Title</u>	<u>Districtwide Goal #</u>
24-25*01	Implement and improve technologies to support enrollment management	Improve Enrollment Management	23-25*3C
24-25*02	Support technology solutions that help improve operational efficiencies, provide cost savings, and automate manual processes	Improve Efficiency	23-25*5C
24-25*03	Support distance education, maintain Online Education Initiative (OEI), continue planning for remote delivery of services	Support OEI	23-25*1B
24-25*04	Improve overall data quality for reporting needs	Improve Data Quality	23-25*3B
24-25*05	Optimize student onboarding process	Optimize Student Onboarding	23-25*1C
24-25*06	Implement student case management solution with early alert and predictive analytics	Implement Student Case Mgmt	23-25*1C
24-25*07	Abide by technology replacement cycle for hardware	Utilize Hardware Replacement Cycles	23-25*2A
24-25*08	Refresh or replace end of life software. Upgrade to cloud-based applications when possible.	Utilize Software Replacement Cycles	23-25*4A
24-25*09	Provide technology to ensure students attain class resources and college information in a timely manner.	Help students attain timely information and resources	23-25*1A
24-25*10	Expand use of APIs for system integrations	Expand API use	23-25*5C
24-25*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	Support students in participatory governance	23-25*5B
24-25*12	Implement technology that improves Self-Service usability and capabilities	Improve Self-Service	23-25*1A
24-25*13	Research, implement and maintain technology solutions that support campus, off-campus, and community events which enhance the student experience	Event Support	23-25*1A
24-25*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Expand SSO	23-25*4C
24-25*15	Upgrade web Content Management System (CMS)	Improve CMS	23-25*5C

Districtwide Initiatives from Technology Plan (Cont'd)

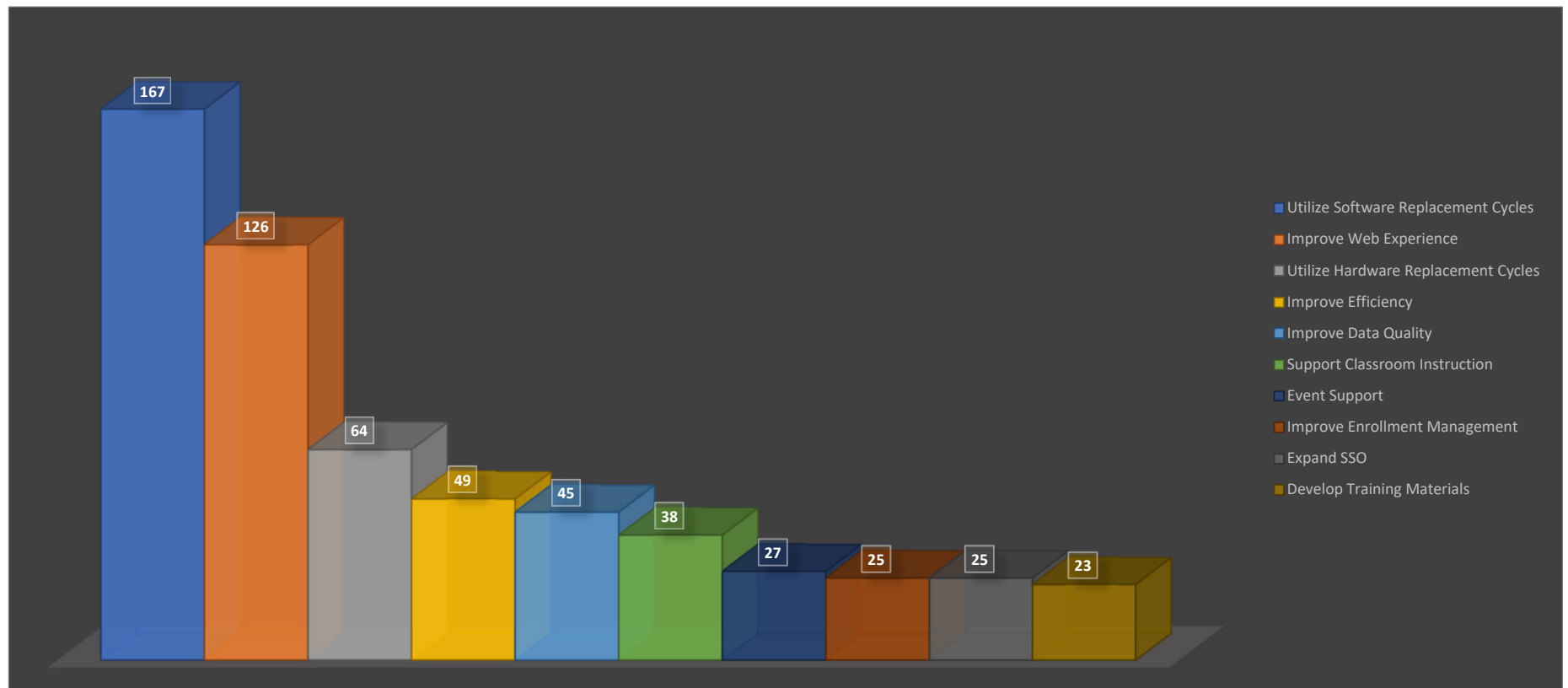
- 28 Initiatives for 2024-2025

Initiative ID #	District Wide Initiatives 2024-2025	Short Title	Districtwide Goal #
24-25*16	Implement and improve technologies that help ITS provide better support	Improve ITS Service Delivery	23-25*5A
24-25*17	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Deploy GP supporting tech	23-25*1C
24-25*18	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	GLBA Sec Compliance	23-24*4A
24-25*19	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Support DR and BC	23-25*4B
24-25*20	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Develop SOPs	23-25*2D
24-25*21	Support technology solutions that help facility construction projects	Support Construction Projects	23-25*5C
24-25*22	Improve district website mobile experience, update website's design and improve web platform stability	Improve Web Experience	23-25*1D
24-25*23	Research, implement and maintain technology solutions that support classroom instruction and learning	Support Classroom Instruction	23-25*2B
24-25*24	Provide business process documentation for districtwide technology solutions	Provide Business Process Documentation	23-25*2C
24-25*25	Develop training materials and schedule training sessions for districtwide technology solutions. . Facilitate technology demos for innovative technologies	Develop Training Materials	23-25*5B
24-25*26	Research, implement, maintain and educate on accessible technologies and processes to support ADA regulations	Support ADA compliance	23-25*5D
24-25*27	Foster base system utilization, remove or rewrite customizations to be SaaS platform ready within Ellucian Colleague.	Foster Off the Shelf Product Adoption	23-25*5C
24-25*28	Improve and deliver consistent user experience on both desktop and mobile environments using Ellucian Experience technology.	Improve Colleague Experience	23-25*5C

All ITS Projects

629 Total Projects completed July 1, 2024, to June 30, 2025

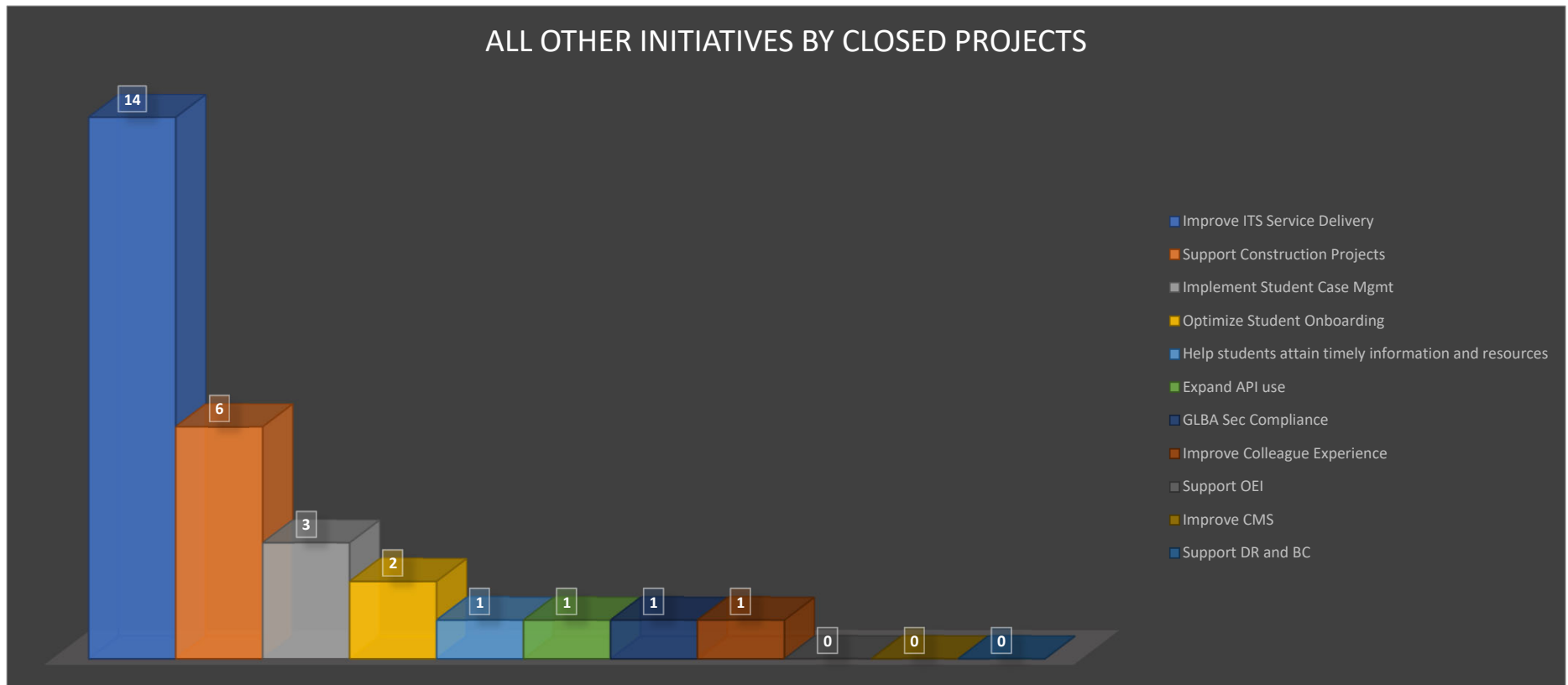
Top 10 Initiatives – 583 Projects



All ITS Projects

629 Total Projects completed July 1, 2024, to June 30, 2025

All other Initiatives - 46 Projects



All ITS Projects

629 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiatives 2024-2025	Accreditation Standard	DW Goal #	Number of Projects
24-25*01	Implement and improve technologies to support enrollment management	III.C.1	23-25*3C	25
24-25*02	Support technology solutions that help improve operational efficiencies, provide cost savings, and automate manual processes	III.C.1	23-25*5C	49
24-25*03	Support distance education, maintain Online Education Initiative (OEI), continue planning for remote delivery of services	III.C.1	23-25*1B	0
24-25*04	Improve overall data quality for reporting needs	III.C.4	23-25*3B	45
24-25*05	Optimize student onboarding process	III.C.1, III.C.4	23-25*1C	2
24-25*06	Implement student case management solution with early alert and predictive analytics	III.C.1, III.C.4	23-25*1C	3
24-25*07	Abide by technology replacement cycle for hardware	III.C.2	23-25*2A	64
24-25*08	Refresh or replace end of life software. Upgrade to cloud-based applications when possible.	III.C.3	23-25*4A	167
24-25*09	Provide technology to ensure students attain class resources and college information in a timely manner.	III.C.1, III.C.2	23-25*1A	1
24-25*10	Expand use of APIs for system integrations	III.C.1	23-25*5C	1

All ITS Projects

629 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiatives 2024-2025	Accreditation Standard	DW Goal #	Number of Projects
24-25*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	III.C.4	23-25*5B	0
24-25*12	Implement technology that improves Self-Service usability and capabilities	III.C.1, III.C.2	23-25*1A	2
24-25*13	Research, implement and maintain technology solutions that support campus, off-campus, and community events which enhance the student experience	III.C.3	23-25*1A	27
24-25*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	III.C.3	23-25*4C	25
24-25*15	Upgrade web Content Management System (CMS)	III.C.1	23-25*5C	0
24-25*16	Implement and improve technologies that help ITS provide better support	III.C.1	23-25*5A	14
24-25*17	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	III.C.4	23-25*1C	5
24-25*18	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	III.C.1, III.C.4	23-25*4A	1
24-25*19	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	III.C.3	23-25*4B	0
24-25*20	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	III.C.3	23-25*2D	0

All ITS Projects

629 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiatives 2024-2025	Accreditation Standard	DW Goal #	Number of Projects
24-25*21	Support technology solutions that help facility construction projects	III.C.4	23-25*5C	6
24-25*22	Improve district website mobile experience, update website's design and improve web platform stability	III.C.1	23-25*1D	126
24-25*23	Research, implement and maintain technology solutions that support classroom instruction and learning	III.C.4	23-25*2B	38
24-25*24	Provide business process documentation for districtwide technology solutions	III.C.1	23-25*2C	0
24-25*25	Develop training materials and schedule training sessions for districtwide technology solutions. . Facilitate technology demos for innovative technologies	III.C.5	23-25*5B	23
24-25*26	Research, implement, maintain and educate on accessible technologies and processes to support ADA regulations	III.C.4	23-25*5D	0
24-25*27	Foster base system utilization, remove or rewrite customizations to be SaaS platform ready within Ellucian Colleague.	III.C.3	23-25*5C	4
24-25*28	Improve and deliver consistent user experience on both desktop and mobile environments using Ellucian Experience technology.	III.C.1	23-25*5C	1

ITS Teams

The Rancho Santiago CCD House Analogy:



- Enterprise Applications (Interior Decor)
- Infrastructure (Plumbing, Electricity, Security)
- Helpdesk (Customer Service)
- SAC: (Maintenance)
- SCC: (Maintenance)
- Web: (Exterior decor)

Enterprise Applications

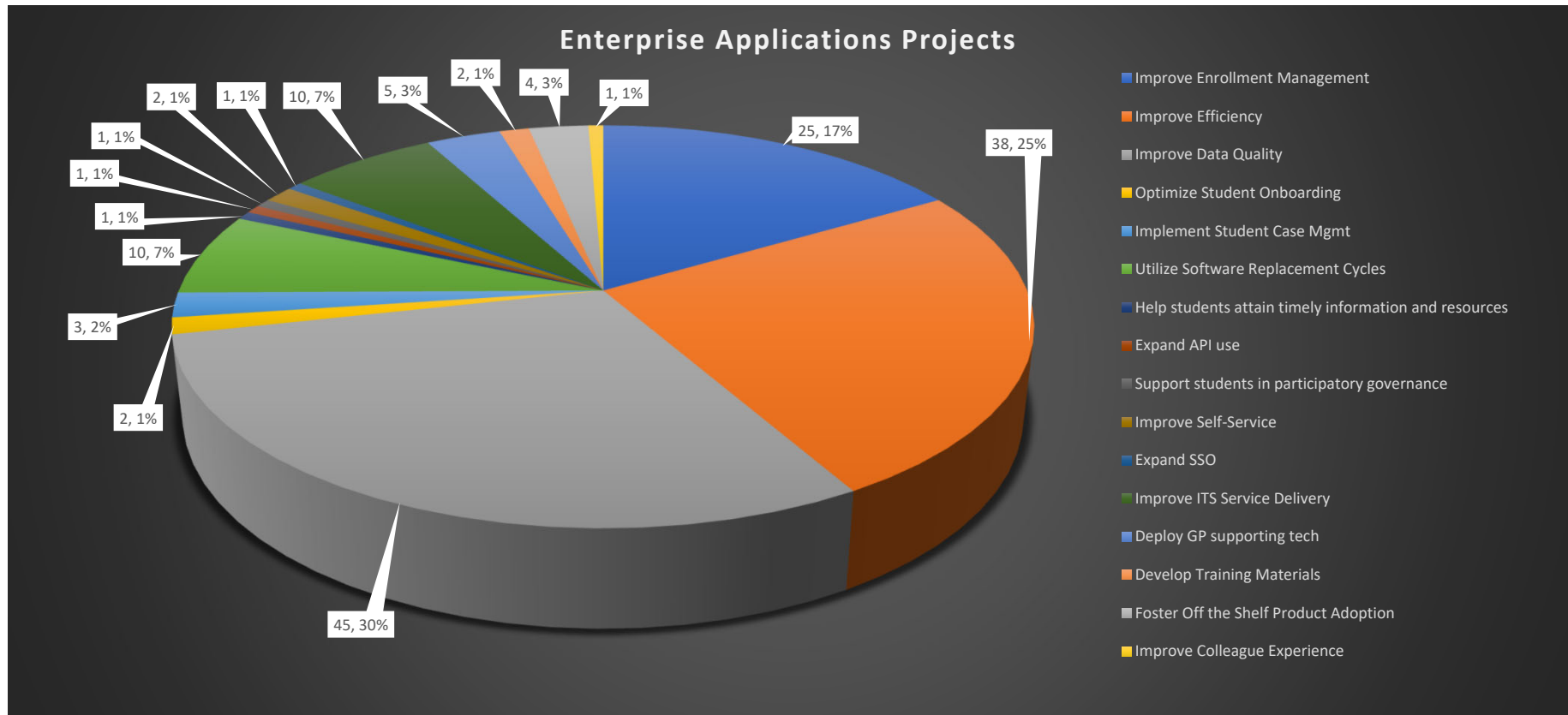
Adam Howard,
Director, Enterprise Applications Services

- Manage ERP/SIS (Colleague, Self Service)
- Manage LMS (Canvas)
- Manage system integrations and districtwide applications
- Manage State and internal reporting (MIS, Online report repository, EMT)



Enterprise Applications Projects

151 Total Projects completed July 1, 2024, to June 30, 2025



Enterprise Applications Projects

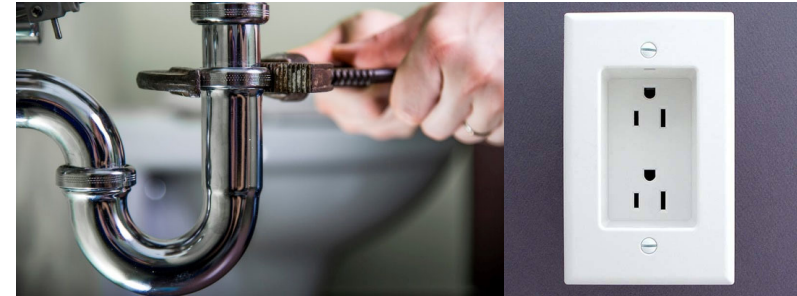
151 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiative	Accreditation Standard	DW Goal #	Number of Projects
24-25*01	Improve Enrollment Management	III.C.1	23-25*3C	25
24-25*02	Improve Efficiency	III.C.1	23-25*5C	38
24-25*04	Improve Data Quality	III.C.4	23-25*3B	45
24-25*05	Optimize Student Onboarding	III.C.1, III.C.4	23-25*1C	2
24-25*06	Implement Student Case Mgmt	III.C.1, III.C.4	23-25*1C	3
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-25*4A	10
24-25*09	Help students attain timely information and resources	III.C.1, III.C.2	23-25*1A	1
24-25*10	Expand API use	III.C.1	23-25*5C	1
24-25*11	Support students in participatory governance	III.C.4	23-25*5B	1
24-25*12	Improve Self-Service	III.C.1, III.C.2	23-25*1A	2
24-25*14	Expand SSO	III.C.3	23-25*4C	1
24-25*16	Improve ITS Service Delivery	III.C.1	23-25*5A	10
24-25*17	Deploy GP supporting tech	III.C.4	23-25*1C	5
24-25*25	Develop Training Materials	III.C.5	23-25*5B	2
24-25*27	Foster Off the Shelf Product Adoption	III.C.3	23-25*5C	4
24-25*28	Improve Colleague Experience	III.C.1	23-25*5C	1

Districtwide Infrastructure

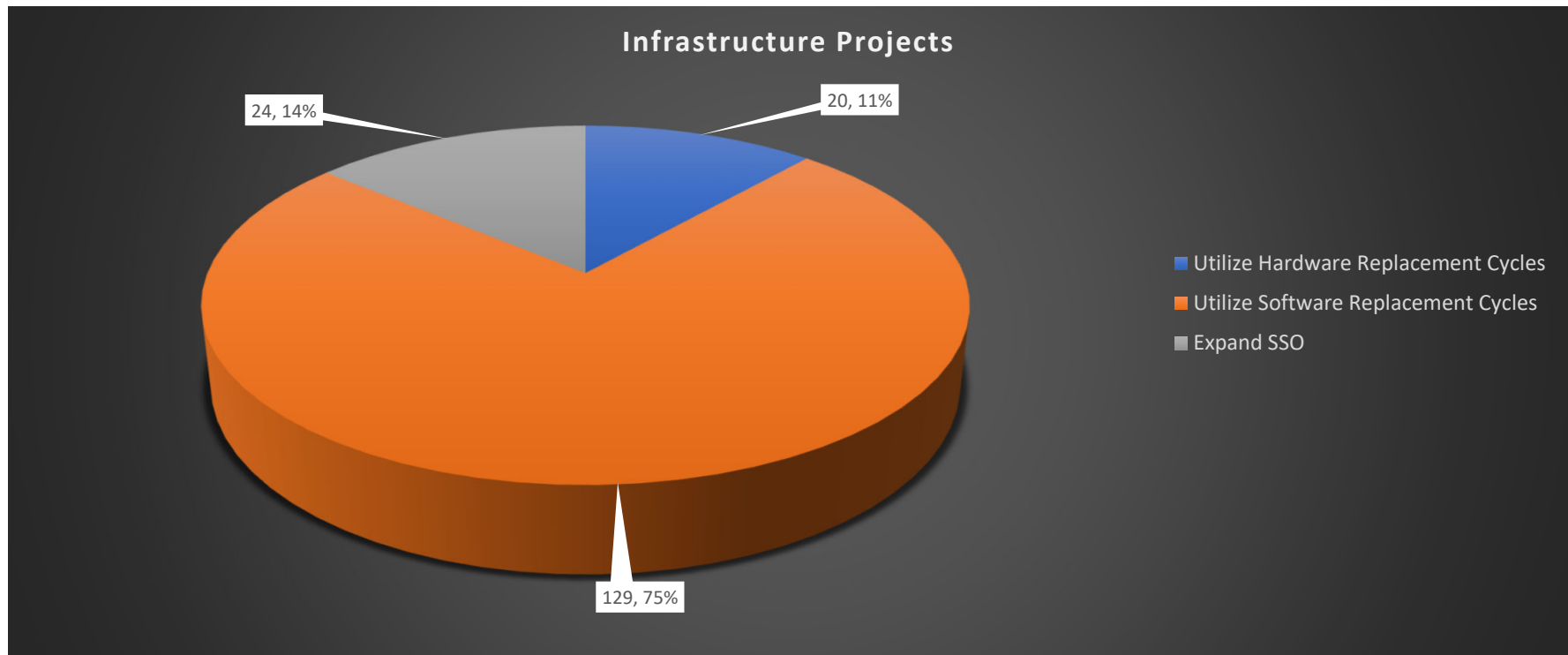
Dane Clacken, Director Technology Infrastructure and Support Services

- Manage wired and wi-fi networks
- Host and manage enterprise servers and storage
- Manage telecommunications and data backups
- Oversee cybersecurity



Districtwide Infrastructure Projects

173 Total Projects completed July 1, 2024, to June 30, 2025



Districtwide Infrastructure Projects

173 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiative	Accreditation Standard	DW Goal #	Number of Projects
24-25*07	Utilize Hardware Replacement Cycles	III.C.2	23-25*2A	20
23-24*08	Utilize Software Replacement Cycles	III.C.3	23-25*4A	129
24-25*14	Expand SSO	III.C.3	23-25*4C	24

Helpdesk Team

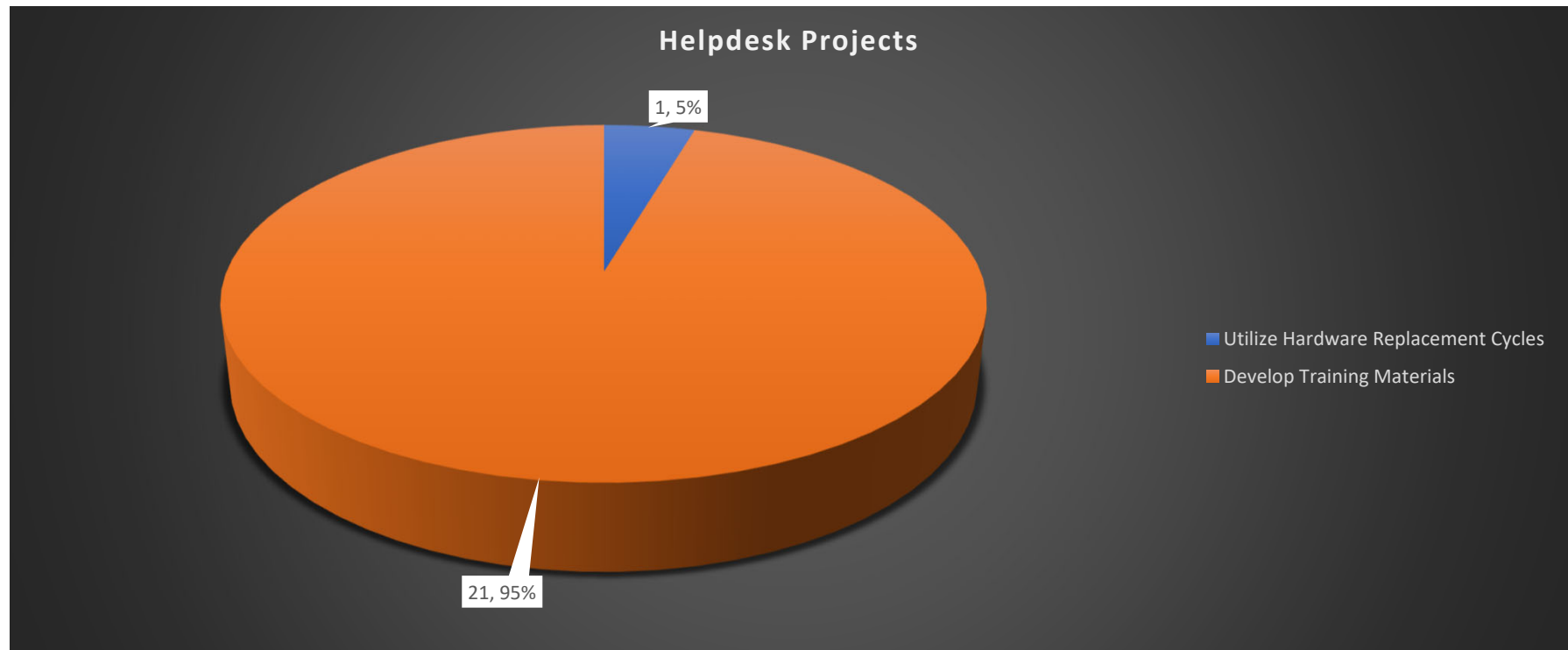
Dane Clacken, Director Technology Infrastructure and Support Services



- Serve as central point of contact for all technical issues and requests
- Distribute and assign work to appropriate ITS team members
- Provide first level technical support

Helpdesk Team Projects

22 Total Projects completed July 1, 2024, to June 30, 2025



Helpdesk Team Projects

22 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiative	Accreditation Standard	DW Goal #	Number of Projects
24-25*07	Utilize Hardware Replacement Cycles	III.C.2	23-25*2A	1
24-25*25	Develop Training Materials	III.C.5	23-25*5B	21

SAC Team

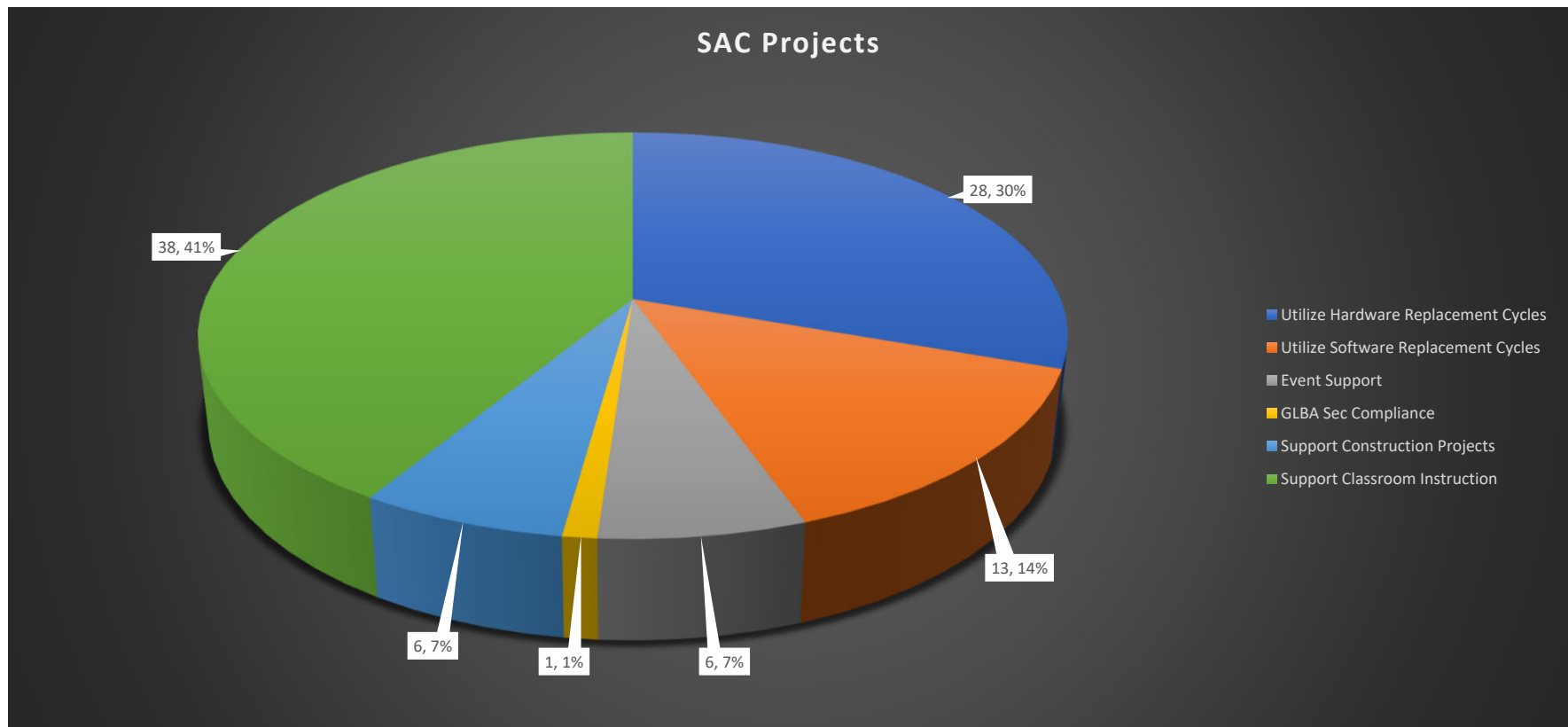
Ron Gonzalves, Director Academic and End User Support Services



- Provide technical support for classrooms and offices for all SAC locations
- Manage instructional servers
- Maintain computer inventory

SAC Team Projects

92 Total Projects completed July 1, 2024, to June 30, 2025



SAC Team Projects

92 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiatives 2022-2023	Accreditation Standard	DW Goal #	Number of Projects
24-25*07	Utilize Hardware Replacement Cycles	III.C.2	23-25*2A	28
24-25*08	Utilize Software Replacement Cycles	III.C.3	23-25*4A	13
24-25*13	Event Support	III.C.3	23-25*1A	6
24-25*18	GLBA Sec Compliance	III.C.1, III.C.4	23-25*4A	1
24-25*21	Support Construction Projects	III.C.4	23-25*5C	6
24-25*23	Support Classroom Instruction	III.C.4	23-25*2B	38

SCC Team

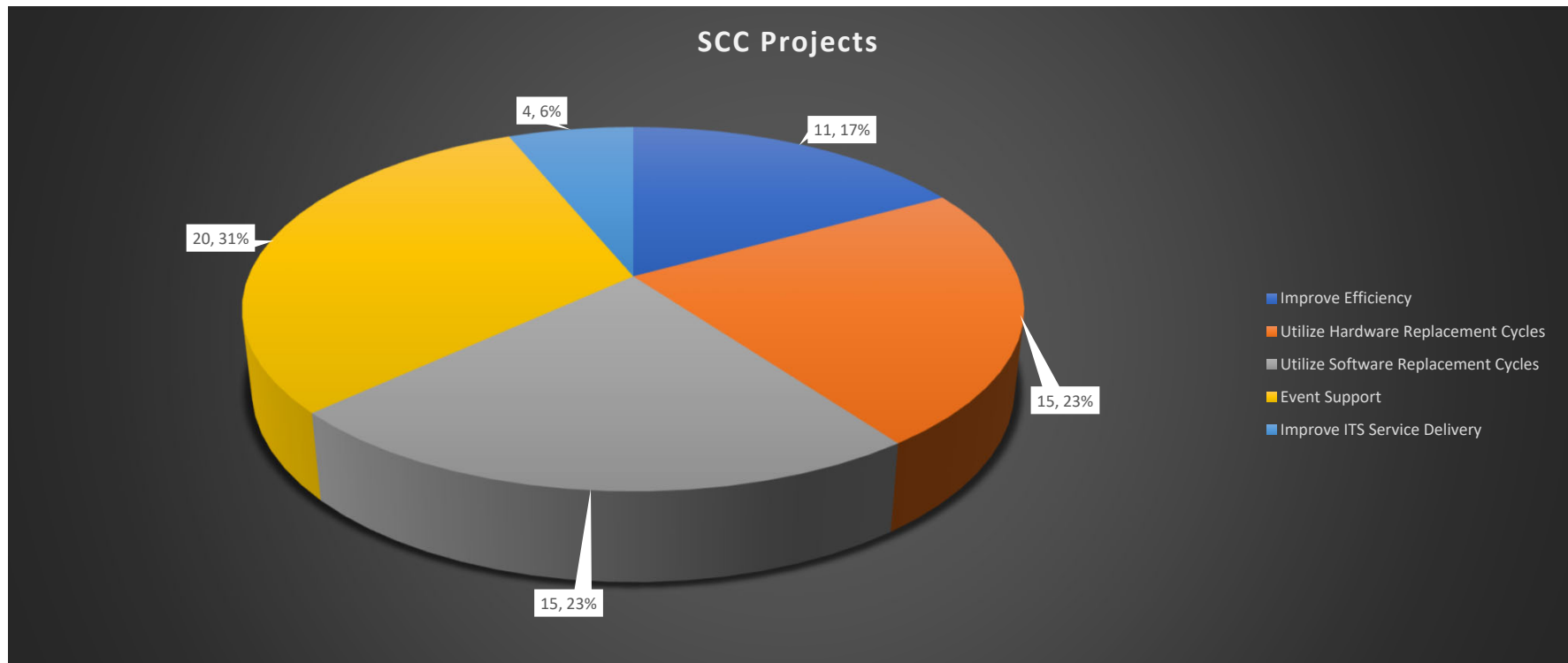
Kimberly Perna, Director Academic and End User Support Services



- Provide technical support for classrooms and offices for all SCC locations
- Manage instructional servers
- Maintain computer inventory

SCC Team Projects

65 Total Projects completed July 1, 2024, to June 30, 2025



SCC Team Projects

65 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiatives 2024-2025	Accreditation Standard	DW Goal #	Number of Projects
24-25*02	Improve Efficiency	III.C.1	23-25*5C	11
24-25*07	Utilize Hardware Replacement Cycles	III.C.2	23-25*2A	12
24-25*08	Utilize Software Replacement Cycles	III.C.3	23-25*4A	18
24-25*11	Event Support	III.C.3	23-25*5B	20
24-25*16	Improve ITS Service Delivery	III.C.1	23-25*5A	4

Web Team

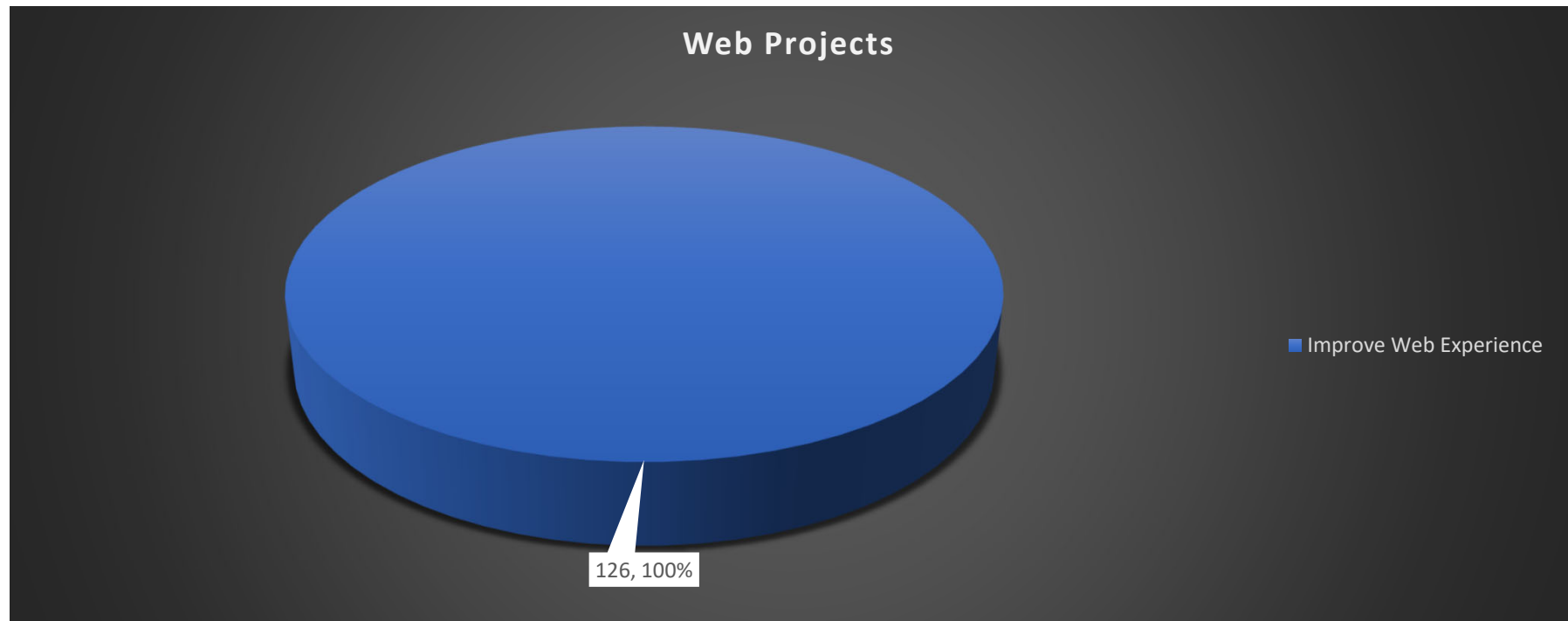
Kimberly Perna, Director Academic and End User Support Services



- Maintain all public institutional websites: rscdd.edu, sac.edu, sccollege.edu
- Maintain intranet and other internal websites
- Oversee website accessibility, coordinate branding with Marketing teams

Web Team Projects

126 Total Projects completed July 1, 2024, to June 30, 2025



Web Team Projects

126 Total Projects completed July 1, 2024, to June 30, 2025

ID #	Districtwide Initiative	Accreditation Standard	DW Goal #	Number of Projects
24-25*22	Improve Web Experience	III.C.1	23-25*1D	126