Rancho Santiago Community College District
District Council Meeting

MINUTES

March 2, 2020

Members:	Marvin Martinez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Linda Rose	Present
	John Hernandez	Present
	Jesse Gonzalez	Absent
	Roy Shahbazian	Present
	Michael DeCarbo	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Sheryl Martin	Present
	Zina Edwards	Present
	Mary Mettler	Present
	Mariano Cuellar	Present
	Jio Gallardy	Absent
Guests:		
	Adam O'Connor	
	Chief Michael Toledo	
	Carri Matsumoto	
	Rudy Carrion	

Chancellor Marvin Martinez convened the meeting at 3:02 p.m.

1. Chancellor's Update
   Chancellor Martinez reported that the email he sent regarding the coronavirus was to keep district employees informed and in response to the state of emergency declaration by the Orange County Supervisors. The district is monitoring and will continue to communicate about this topic.

   Chancellor Martinez reminded everyone to vote Tuesday, March 3.

   Chancellor Martinez also reported that he and two trustees were participating in a year-long Trustee Fellowship Program sponsored by the State Chancellor's Office. In addition, Mr. Martinez shared that the district was actively monitoring the proposed legislation to expand the offering of baccalaureate degrees by community colleges.

2. Approval of Minutes
    a. **November 4, 2019 Meeting**
       It was moved by Ms. Martin, seconded by Ms. Green and carried with the
       following vote to approve the minutes of the November 4, 2019 meeting. Yeas –
       Cuellar, DeCarbo, Green, Hardash, Hernandez, Martin, Perez, Rose, Shahbazian,
       and Taylor. Abstentions – Edwards, Mettler, Zarske
    b. **January 27, 2020 Meeting**
       It was moved by Dr. Hernandez, seconded by Mr. Shahbazian and carried with the
       following vote to approve the minutes of the January 27, 2020 meeting. Yeas –
       DeCarbo, Green, Hardash, Hernandez, Martin, Shahbazian and Taylor.
       Abstentions – Cuellar, Edwards, Mettler, Perez, Rose and Zarske.

3. Reorganizations
    a. **#1187/DO – Safety and Security** – It was moved by Mr. DeCarbo and seconded
       by Ms. Zarske to approve Reorg #1187. Discussion ensued about the reorg and
       questions from District Council members were addressed. The motion carried
       unanimously to approve Reorg #1187.

4. Budget
    a. **Update** – Vice Chancellor Hardash provided an update on the 2018-2019 R1 and
       2019-2020 P1 information released last week. With the 2018-2019 recalculation
       (R1), the district can expect to receive $4.5 million in one-time dollars. 2019-2020
       P1 indicates the district should be "held harmless." The challenge is the state
       doesn't have the resources to fund all hold harmless districts, so there is a
       possibility the district could be in deficit of $6.4 million. Questions from District
       Council members were addressed.

       The Chancellor noted that RSCCD is not alone – most districts in the state are in
       the same situation. A districtwide discussion will need to take place on how to
       handle this. Mr. Martinez expressed his concern the Budget Allocation Model is
       limiting how this deficit can be handled because all funds go to the colleges and the
       district has no carry over reserves.

    b. **2020-2021 Tentative Budget Assumptions** – It was moved by Mr. Hardash and
       seconded by Mr. Perez to approve the 2020-2021 Tentative Budget Assumptions.
       It was moved by Mr. Shahbazian and seconded by Ms. Zarske to amend the first
       motion to approve the 2020-2021 Tentative Budget Assumptions with the deletion
       of III-L – Data Integrity Specialist/$200,000.

       Discussion ensued and the following statements were made:
         i. With the report of a possible budget deficit in 2020-2021, it is not prudent
            to add district services expenditures.
        ii. FRC at its meeting of February 19, 2020 recommended the 2020-2021
            Tentative Budget Assumptions removing this position.
       iii. This position can be reconsidered at a later date when the district's funding
            is clearer.

4. <u>Budget</u> (continued)
    b. **2020-2021 Tentative Budget Assumptions** (continued)
        iv. POE unanimously endorsed the inclusion of this position at its meeting on February 26, 2020 with the understanding that the position would not be hired prior to the approval of the 2020-2021 Adopted Budget.
        v. This position has a direct impact on the district's funding to insure accurate submission of data. Accurate data is critical to ensure the district receives the most funding possible within the new funding formula.
        vi. The recommendation to add this position came after a year-long analysis by a district-wide committee with assistance from a consultant to review and analyze the integrity of the district's data.
        vii. There is no one in the district that can assume this position.
        viii. Data is critical in supporting the colleges in the launching of Guided Pathways and the colleges do not have personnel to provide this expertise. The colleges look to the district for this district-wide support.
        ix. There is no guarantee that the result of hiring this position would be offset with additional funding to the district, but without this position the district can be guaranteed to not receive all funding to which it is entitled.
        x. This position will have to go through the district process before hiring can proceed. The job description has to be approved by the Board of Trustees and the reorganization has to be approved by District Council.
        xi. The decision to not move forward with the hiring of this position can take place at any time.
        xii. It is important that the process for adding district positions as outlined in the District Planning Manual be followed.

The amended motion to approve the 2020-2021 Tentative Budget Assumptions with the deletion of III-L – Data Integrity Specialist/$200,000 failed with the following vote: Yeas – DeCarbo, Mettler, Shahbazian, Taylor and Zarske. Nos – Edwards, Green, Hardash, Hernandez, Martin, Perez, and Rose. Abstentions – Cuellar.

The motion to approve the 2020-2021 Tentative Budget Assumptions as presented passed with the following vote: Yeas – Cuellar, DeCarbo, Edwards, Green, Hardash, Hernandez, Martin, Mettler, Perez, Rose, Taylor, and Zarske. Nos – Shahbazian.

5. <u>Review and Update of IEPI</u>
Mr. DeCarbo provided an update on the IEPI in which the district participated in 2017. The Planning and Organizational Effectiveness Committee (POEC) is making progress on the strategic planning and enrollment management recommendations from the visit. While the Fiscal Resources Committee (FRC) is reviewing the current Budget Allocation Model (BAM), comprehensive evaluation of the current budget allocation model taking into consideration the comments from the IEPI visit may need to be conducted.

5. <u>Review and Update of IEPI</u> (continued)
Discussion ensued and the following statements were made:
    i.   May benefit by looking at other districts' budget allocation models.
    ii. Looking at other districts has limitations because of the differences in which services are centralized at the district and which are de-centralized at the colleges.
    iii. The operational structure to implement Guided Pathways is different from that operational structure when the current BAM was created. This should be taken into consideration in the evaluation of the current BAM.
    iv. The district should have a model that helps student achieve success by their completion of programs/certificates/degree.
    v.   The BAM should be evaluated at a more comprehensive level – not just about the distribution of funds. It should be evaluated to insure it will assist in student achievement and success.

Chancellor Martinez directed the Planning and Organizational Effectiveness Committee (POEC) to form a district-wide committee with a described make-up, charge, goals and outcomes to evaluate the district's budget allocation model. Mr. Martinez asked that this be done on an accelerated schedule.

6. <u>Board Policies/Administrative Regulations</u>
    a. **AR 2710 Conflict of Interest** – It was moved by Mr. DeCarbo, seconded by Ms. Zarske and the motion carried unanimously to approve the revision to the AR.
    b. **AR 3821 Gift Ban Policy** – It was moved by Mr. DeCarbo, seconded by Ms. Zarske and the motion carried unanimously to approve the revision to the AR.
    c. **AR 3501 Campus Security and Access** – it was moved by Mr. Hardash and seconded by Ms. Zarske to approve the revision to the AR. Discussion ensued and questions from District Council members were addressed. Because this effort is an ever changing one, it was suggested that the "Key and Electronic Access Control Procedure" and references to this procedure be retitled as "Pilot" procedures until such time the procedure has been fine tuned to completion. Further, it was requested that an "Assessment Timeframe" be included in the procedures to insure that they will be monitored and changed as required during its implementation. The suggested changes to the AR were accepted as a friendly amendment to the motion. The motion to approve AR 3501 and friendly amendment were unanimously approved.
    d. **AR 6150 Designation of Authorized Signatures** – Mr. Hardash requested this AR be deferred for consideration at the March 30, 2020 meeting.
    e. **AR 6520 Security for District Property** – It was moved by Mr. Hardash, seconded by Ms. Zarske and the motion carried unanimously to approve the revision to the AR.

7. <u>Committee Reports</u>
   a. <u>Planning and Organizational Effectiveness Committee (POEC)</u>
      Vice Chancellor Perez reported that POE met February 26, 2020 and the next
      meeting will be held on March 25, 2020.
   b. <u>Human Resources Committee (HRC)</u>
      Vice Chancellor Green reported on the February 12, 2020 meeting. The next
      meeting will be held on March 11, 2020.
   c. <u>Fiscal Resources Committee (FRC)</u>
      Mr. Hardash reported on the February 19, 2020 meeting. The next meeting will be
      held on March 18, 2020.
   d. <u>Physical Resources Committee (PRC)</u>
      Mr. Hardash reported the next meeting will be held on March 4, 2020.
   e. <u>Technology Advisory Group</u> (TAG)
      Vice Chair, Dr. Mary Mettler, reported TAG met on February 6, 2020 but did not
      meet quorum. The next meeting will be held on March 6, 2020.

8. <u>Constituent Representative Reports</u>
   a. <u>Academic Senate/SAC</u>: Mr. Shahbazian referred members to the minutes from the
      Academic Senate Retreat held on February 5, 2020.
   b. <u>Academic Senate/SCC</u>: Mr. DeCarbo alerted all of the change in Colleague and
      WebAdvisor and to be sure to read emails.
   c. <u>CSEA</u>: Ms. Martin reported that the Chancellor attended the January 21, 2020
      meeting it was well attended.
   d. <u>Student Government/SAC</u>: Mr. Cuellar reported on the activities of the SAC
      ASG.
   e. <u>Student Government/SCC</u>: No report.

9. <u>Next Meeting</u>: The next meeting will be held on Monday, March 30, 2020 in the
   Executive Conference Room (#114).

Meeting Adjourned: 5:10 p.m.

Approved: March 30, 2020