



# Rancho Santiago Community College District District Council Meeting

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## MINUTES

December 6, 2021

Members:	Marvin Martinez	Present
	Sarah Santoyo for Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Scott James	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Julio Luna	Present
	Elisabeth Neely	Absent
Guests:	Nga Pham	

### 1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:33 p.m.
- b. Mr. Martinez reported that a new Board President and other officers would be elected at the December 13, 2021 board meeting. The appointment of the new Santa Ana College President will also be on the agenda for approval by the Board of Trustees. A presentation on enrollment will be made at the meeting as well.
- c. Mr. Martinez reported that work is being done to poll voters to determine if there is support for a potential bond measure.
- d. It was announced that a Community Hearing on Redistricting would be held on Wednesday, December 15 at 6 p.m. in the District Office Board Room. The Board Ad Hoc Committee on Redistricting will meet on December 29 to develop a recommendation to the full board on redistricting.

2. Approval of Minutes

- a. It was moved by Ms. Zarske, seconded by Ms. Edwards and, by roll call vote, carried unanimously with an abstention by Mr. Gonzalez to approve the minutes of the November 1, 2021 meeting.

3. Facilities Master Plan Update

- a. Vice Chancellor Iris Ingram introduced Asst. Vice Chancellor Carri Matsumoto to present an update on the district-wide Facilities Master Plan.
- b. Ms. Matsumoto provided background on the work done to-date with the district office and colleges on the Facilities Master Plan. Consultants from Steinberg-Hart presented the process used, preferred options at both colleges and next steps for this effort. Committee members received clarification of the data presented.
- c. Ms. Matsumoto committed to distributing the presentation to all District Council members.

4. Results of District Office Right Sizing Efforts

- a. Vice Chancellor Iris Ingram presented a summary of the SRP Savings Reconciliation. Discussion ensued and committee members received clarification of the data presented.
- b. It was suggested that the information could be put in a more understandable format to include the following elements:
  - i. Number of employees who took SRP
  - ii. The proposed replacements for those employees
  - iii. The actual replacements hired
  - iv. Status of where the district is toward its targeted savings
- c. Mr. Martinez committed to having this update presented to District Council on a quarterly basis. The first presentation will be on the January 31, 2022 agenda.

5. SRP Savings Reconciliation

- a. Discussion of this item was included in item #4 above.

6. Approval of Human Resources Items

- a. Job Description – Web Designer: it was moved by Ms. Edwards, seconded by Ms. Ingram, by roll call vote, the motion carried unanimously to approve the job description.
- b. Job Description – Cloud Computing Specialist: it was moved by Mr. Rutan, seconded by Ms. Zarske and, by roll call vote, the motion carried unanimously to approve the job description.
- c. Reorg #1245 – DO/SAC/Acad Affairs Human Services/Technology: it was moved by Dr. Flores, seconded by Ms. Ingram and, by roll call vote, carried unanimously to approve Reorg #1245.

7. Administrative Regulations

- a. AR 3300 Public Records – it was moved by Dr. Ralston, seconded by Mr. Rutan and, by roll call vote, carried unanimously to approve revisions to AR 3300 as presented. Mr. Isbell and Ms. Martin left the meeting early and were not present for the vote.

8. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Ms. Nga Pham reported on the November 17, 2021 meeting.
- b. Human Resources Committee (HRC)  
Mr. Hou reported on the November 10, 2021 meeting. The next meeting will be held on December 8, 2021.
- c. Fiscal Resources Committee (FRC)  
Ms. Ingram reported on the November 17, 2021 meeting.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported on the November 3, 2021 meeting.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported on the December 2, 2021 meeting. The next meeting will be held on February 3, 2022.

9. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell had to leave the meeting early for another meeting, so there was no report.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Edwards provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: No report.

Next Meeting: The next meeting will be held on Monday, December 6, 2021.

Meeting Adjourned: 3:14 p.m.

Approved: February 1, 2022