



Rancho Santiago Community College District District Council Meeting

MINUTES August 26, 2024

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Sarah Salas	Present
	Zina Edwards	Present
	Jessica Velez	Present
	Flo Cudal	Present
Guests:	Adam O'Connor	Chi-Chung Keung
	Kennethia Vega	

1. Call to Order/Update

- a. Vice Chancellor Enrique Perez 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. Edwards and carried with abstentions by Ms. Zarske, Ms. Evett, Ms. Kubicka-Miller and Mr. Morgan to approve the minutes of the July 15, 2024 meeting.

3. Approval of 2024-2025 Adopted Budget Assumptions

- a. It was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the 2024-2025 adopted budget. Asst. Vice Chancellor Adam O'Connor presented highlights of the budget which was being recommended for approval by the Fiscal Resources Committee. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.

4. Approval of Job Descriptions

- a. It was moved by Dr. Kim and seconded by Dr. Nery to approve the Principal Human Resources Analyst job description. Vice Chancellor Kristin Olson presented the updates to the job description. Discussion ensued and District Council members received clarification on the information presented. The motion was revised to approve the job description with the change to number 10 under "Knowledge and Abilities" to reflect a description of the type of software rather than a specific software application. The motion passed unanimously.
- b. It was moved by Dr. Kim and seconded by Ms. Coyne to approve the Principal Investigator job description. Ms. Olson presented the updates to the job description. Discussion ensued and District Council members received clarification on the information presented. The motion was revised to approve the job description with the change to number 7 under "Knowledge and Abilities" to reflect a description of the type of software rather than a specific software application. The motion passed unanimously.

5. Zoom AI Companion Tool

- a. Asst. Vice Chancellor Jesse Gonzalez presented the rationale for the recommendation from the Technology Advisory Group to not utilize the Zoom AI Companion Note Taking Services due to significant concerns regarding privacy and the availability of alternative note-taking solutions. Discussion ensued and District Council members received clarification on the information presented.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported that the next meeting will be held on August 28, 2024.
- b. Human Resources Committee (HRC)
Ms. Olson reported there were no HRC meetings this summer and the next meeting will be held on September 11, 2024 .
- c. Fiscal Resources Committee (FRC)
Vice Chancellor Iris Ingram reported on the August 21, 2024 meeting. The next meeting will be held September 18, 2024.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported there was no meeting since the last District Council meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported there was no meeting since the committee was on hiatus for the summer. The next meeting will be held on September 5, 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, October 7, 2024
Meeting Adjourned: 2:20 p.m.
Approved: October 7, 2024