

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting) Hybrid
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California**

Monday, September 9, 2024

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The hybrid meeting was called to order at 5:38 p.m. by Mr. Sal Tinajero. Other members present were, Dr. Tina Arias Miller, Mr. David Crockett, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Phillip Yarbrough and Student Trustee Ricardo Alcaraz. Ms. Daisy Tong arrived at the noted time.

Administrators present during the regular meeting were Ms. Iris Ingram, Dr. Jeannie Kim, Mr. Marvin Martinez, Dr. Annebelle Nery, Ms. Kristin Olson and Mr. Enrique Perez. Ms. Maria Vicencio was present as record keeper.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to suspend the rules and consider Items 4.9 (Presentation on the 2025 Benefit Providers), 9.4 (Approval of Fringe Benefit Providers and Rates for Calendar Year 2025), and 8.2 (Adoption of Resolution 24-22 Honoring First Responders in the Rancho Santiago Community College District) after Item 1.3 (First Responders Recognition). The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

1.2 Public Comment – Closed Session Only

There were no public comments.

It was moved by Mr. Tinajero and seconded by Mr. Hernandez to suspend the rules and consider Items 4.3 (Public Comment) at this time. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

Ms. Daisy Tong arrived at this time.

4.3 Public Comment

Mr. Kelvin Leeds, Ms. Sheryl Martin, Ms. Tiffany Gause, Ms. Amy Freese, Ms. Madeline Grant, Ms. Teresa Mercado-Cota, Ms. Erika Gutierrez (Zoom) and Ms. Dahlia Vu (Zoom) spoke regarding Item 9.4 (Approval of Fringe Benefit Providers and Rates for Calendar Year 2025). Mr. Matthew Beyersdorf spoke regarding Items 6.7 (Approval of Recommendation to Name the Dedicated Space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson) and 9.4 (Approval of Fringe Benefit Providers and Rates for Calendar Year 2025). Mr. Andrew Gonzales and Mr. Jimmy Elrod spoke regarding Item 7.10 (Approval of a Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded General Obligation Bond Measure(s)). Mr. Pete Maddox spoke regarding his concerns regarding the district. Ms. Christina Axtell spoke regarding Item 6.7 (Approval of Recommendation to Name the Dedicated Space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson).

8.2 Adoption of Resolution 24-22 Honoring First Responders in the Rancho Santiago Community College District

It was moved by Mr. Crockett and seconded by Ms. Tong to adopt Resolution 24-22 - Honoring First Responders in the Rancho Santiago Community College District. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

1.3 First Responders Recognition

The board recognized the following First Responders Alumni:

Stephen Horner
Allysa Shim
Mike Jensen
Gregory Wiist

4.9 Presentation on the 2025 Benefit Providers

Ms. Iris Ingram, Vice Chancellor, Business Services and Ms. Kristin Olson, Vice Chancellor, Human Resources presented the Joint Benefits Committee 2025 Medical Marketing Report and a recommendation from the Chancellor to the Board of Trustees. Board members received clarification on data related to the presentation from Ms. Ingram and Ms. Olson.

9.4 Approval of Fringe Benefit Providers and Rates for Calendar Year 2025

It was moved by Mr. Crockett and seconded by Mr. Hernandez to approve the renewal of the insurance programs at the negotiated rates and to authorize the Chancellor, or his designee, to enter into the appropriate agreements for January 1, 2025 – December 31, 2025, and for an additional two years, contingent on an annual review of the rate structure, as presented. Discussion ensued. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:08 p.m. to consider the following items:

2.1 Public Employment (pursuant to Government Code Section 54957[b][1])

- a. Full-time Faculty
- b. Part-time Faculty
- c. Management Staff
- d. Classified Staff
- e. Student Workers

2.2 Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property: 2190 N Canal St, Orange, CA 92865

Agency Negotiators: Iris I. Ingram, Vice Chancellor of Business Services, Rancho Santiago Community College District

Carri Matsumoto, Assistant Vice Chancellor of Facility Planning, District Construction & Support Services, Rancho Santiago Community College District

Ruben Smith, General Counsel, Frost Brown Todd LLP

Under Negotiation: Sale or Lease of Property (or) Price and Terms of Payment

3.0 RECONVENE FROM CLOSED SESSION

The board reconvened at 7:41 p.m.

3.1 Closed Session Report

Mr. Yarbrough reported that during closed session the board discussed public employment and conference with real property negotiators with no reportable action.

It was moved by Mr. Yarbrough and seconded by Mr. Tinajero to suspend the rules and consider Items 7.10 Approval of a Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded General Obligation Bond Measure(s) at this time. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hernandez, Mr. Tinajero and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye. Mr. Hanna recused himself from discussion and voting on this item due to a conflict of interest with his employment.

7.10 Approval of a Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded General Obligation Bond Measure(s)

It was moved by Mr. Yarbrough and seconded by Ms. Tong to approve a Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded General Obligation Bond Measure(s) as presented and include the Western State Council of Carpenters pre-apprenticeship. Discussion ensued. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye. Mr. Hanna recused himself from discussion and voting on this item due to a conflict of interest with his employment.

4.0 PUBLIC SESSION

4.1 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Daisy Tong, RSCCD Trustee.

4.2 Approval of Additions or Corrections to Agenda

No additions or corrections to the agenda.

4.3 Public Comment

This item was considered after Item 1.2 (Public Comment - Closed Session Only).

4.4 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Tong to approve the minutes of the regular meeting held on July 8, 2024. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

4.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Crockett to approve the minutes of the regular meeting held on August 12, 2024. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

4.6 Approval of Consent Calendar

It was moved by Ms. Tong and seconded by Mr. Yarbrough to approve the recommended action on the following items on the Consent Calendar as presented. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

6.1 Confirmation of Santa Ana College Bachelor's Degrees, Associate Degrees and Certificates Awarded in Intersession and Spring 2024

The board confirmed Santa Ana College Bachelor's Degrees, Associate Degrees and certificates awarded in Intersession and Spring 2024, as presented.

6.2 Approval and Certification of Santa Ana College School of Continuing Education Adult High School Diploma Program Graduates for 2023-2024

The board approved and certified the Santa Ana College School of Continuing Education Adult High School Diploma Program Graduates for 2023-2024, as presented.

6.3 Approval of Data Sharing Agreement between RSCCD on behalf of Santa Ana College and United Domestic Workers/AFSCME Local 3930

The board approved the data sharing agreement between RSCCD on behalf of Santa Ana College and United Domestic Workers/AFSCME Local 3930, located in San Diego, California, as presented.

6.4 Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and OTEIM

The board approved the educational affiliation agreement between RSCCD on behalf of Santa Ana College and OTEIM, located in Mission Viejo, California, as presented.

4.6 Approval of Consent Calendar (cont.)

6.5 Approval of Health Sciences Program Agreement between RSCCD on behalf of Santa Ana College and The Regents of the University of California on behalf of its University of California, Irvine, UCI Health only

The board approved the health sciences program agreement between RSCCD on behalf of Santa Ana College and The Regents of the University of California on behalf of its University of California, Irvine, UCI Health only, located in Orange, California, as presented.

6.6 Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and iTalk Speech & Language Therapy

The board approved the educational affiliation agreement between RSCCD on behalf of Santa Ana College and iTalk Speech & Language Therapy, located in Santa Ana, California, as presented.

6.7 Approval of Recommendation to Name the Dedicated Space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson

The board approved the recommendation to name the dedicated space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson, as presented.

6.8 Confirmation of Santiago Canyon College Associate Degrees and Certificates Awarded in Intersession and Spring 2024.

The board confirmed Santiago Canyon College Associate Degrees and certificates awarded in Intersession and Spring 2024, as presented.

6.9 Approval and Certification of Santiago Canyon College Division of Continuing Education Adult High School Diploma Program Graduates for 2023-2024

The board approved and certified the list of Santiago Canyon College Division of Continuing Education Adult High School Diploma program graduates for 2023-2024, as presented.

6.10 Approval of Purchase Agreement between RSCCD on behalf of Santiago Canyon College and Westamerica Communications

The board approved the purchase agreement between RSCCD on behalf of Santiago Canyon College and Westamerica Communications, located in Lake Forest, CA as presented.

6.11 Approval of Memorandum of Understanding between RSCCD on behalf of Santa Ana College and Big Brothers Big Sisters of Orange County

The board approved the memorandum of understanding between RSCCD on behalf of Santa Ana College and Big Brothers Big Sisters of Orange County, located in Santa Ana, California, as presented.

7.1 Approval of Payment of Bills

The board approved the payment of bills as submitted.

4.6 Approval of Consent Calendar (cont.)

7.2 Acceptance of Vendor Name Changes

The board approved to accept the vendors' name change requests as presented.

7.3 Disposal of Surplus Property

The board approved to declare the attached list of District property as surplus and approve to utilize The Liquidation Company to conduct an auction as presented.

7.4 Approval of Disposal of Surplus Vehicle

The board approved to declare the listed vehicle as surplus property and to utilize JJ Kane Auctions to conduct an auction as presented.

7.5 Accept Donation of Fire Engine from Huntington Beach Fire Department

The board approved the acceptance of the donation of the 2002 E-One 1500 GPM Pumper from Huntington Beach Fire Department as presented.

7.6 Approval of Purchase Agreement with Away We Go Travel

The board approved the purchase agreement with Away We Go Travel as presented.

7.7 Approval of Amendment with TELACU Construction Management, Inc. for Construction Management Services for Campus Entrance Improvements (Phase 2A and B) and Soccer Path of Travel Improvements Project at Santiago Canyon College

The board approved the amendment with TELACU Construction Management, Inc. for construction management services for campus entrance improvements (phase 2A and B) and soccer path of travel improvements project at Santiago Canyon College as presented.

7.8 Approval of Utilization of the Foundation for California Community Colleges (FCCC) Master Services Agreement No. 00003713 awarded to Timely Telehealth, LLC

The board approved the District's utilization of the Foundation for California Community Colleges (FCCC) master services agreement No. 00003713, awarded to Timely Telehealth, LLC, including renewals, future addendums, supplements, and extensions as presented.

7.9 Approval of Utilization of the California Multiple Award Schedule (CMAS) Contract 3-24-03-1060 Awarded to Boldyn Networks Higher Ed, LLC

The board approved the District's use of the California Multiple Award Schedule (CMAS) contract 3-24-03-1060 awarded to Boldyn Networks Higher Ed, LLC, including any future renewals, addendums, supplements, modifications, and extensions as presented.

4.6 Approval of Consent Calendar (cont.)

8.1 Approval of Purchase Agreement with TGR Foundation

The board approved the purchase agreement with TGR Foundation as presented.

9.1 Human Resources Management/Academic Docket

The board approved the Human Resources management/academic docket as presented.

9.2 Human Resources Classified Docket

The board approved the Human Resources classified docket as presented.

9.3 Approval of Authorization for Board Travel/Conferences

The board approved the authorization for board travel/conferences as presented.

4.7 Presentation on the 2024-2025 Proposed Adopted Budget

Ms. Iris Ingram, Vice Chancellor, Business Services, provided a brief overview of the 2024-25 RSCCD Adopted Budget. Board members received clarification on data related to the presentation from Ms. Ingram.

4.8 Public Hearing - 2024-2025 Proposed Adopted Budget

There were no public comments.

4.9 Presentation on the 2025 Benefit Providers

This item was considered after Item 1.3 (First Responders Recognition).

5.0 INFORMATIONAL ITEMS AND ORAL REPORTS

5.1 Reports from Student Trustee

Mr. Alcaraz provided a report to the board.

5.2 Reports from Student Presidents

Ms. Jessica Velez, ASG Student President, Santa Ana College provided a report to the board via Zoom.

Ms. Flo Cudal, ASG Student President, Santiago Canyon College, provided a report to the board.

5.3 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Claire Coyne, Academic Senate President, Santa Ana College

Ms. Sara Gonzalez, Academic Senate Vice President, Santiago Canyon College provide a report on behalf of Ms. Tara Kubicka-Miller, Academic Senate President, Santiago Canyon College

5.4 Report from Board President

No report was provided.

5.5 Board Member Comments

Mr. Hernandez attended the retirement luncheon of Mr. Jose Vargas.

Mr. Hernandez shared he attended SAC's Club Rush.

Mr. Hernandez attended the City of Santa Ana Code Enforcement Community workshop on September 5, 2024.

Mr. Hernandez requested a follow up on his request for a letter of support a veterans cemetery.

Dr. Arias Miller attended SAC's Family Night on August 14, 2024.

Dr. Arias Miller shared a student success story about the Middle College High School program.

Mr. Crockett attended SAC's Family Night on August 14, 2024.

Mr. Crockett attended SCC's convocation on August 15, 2024.

Mr. Crockett attended the September 3, 2024 Board Facilities Committee meeting.

Mr. Crockett will attend the Black Congressional Caucus Leg Conference in Washington D.C. on September 10- 15, 2024.

Mr. Yarbrough shared that he has began to pursue the issue of consolidation in the community college system.

Mr. Yarbrough shared that he was disappointed to find out that Mr. Tinajero will not be seeking re-election as a RSCCD Trustee.

5.6 Reports from Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board. During this time, Mr. Enrique Perez, Vice Chancellor, Educational Services, provided a brief overview on RSCCD Enrollment.

5.7 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. Annebelle Nery, President, Santa Ana College
Dr. Jeannie Kim, President, Santiago Canyon College provided the board with a written report.

5.8 Report from Board Facilities Committee Chairperson

Mr. Yarbrough provided a report on the September 3, 2024 Board Facilities Committee meeting.

6.0 INSTRUCTION

All Items were approved as part of Item 4.5 (Approval of Consent Calendar).

7.0 BUSINESS SERVICES

Items 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, were approved as part of Item 4.6 (Approval of Consent Calendar).

7.10 Approval of a Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded General Obligation Bond Measure(s)

This item was considered after Item 3.1 (Issues discussed in Closed Session - Board Clerk).

7.11 Approval of the 2024/2025 Adopted Budget

It was moved by Mr. Yarbrough and seconded by Ms. Tong to approve the 2024/2025 Adopted Budget as presented. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, Ms. Tong and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

8.0 GENERAL

Item 8.1 was approved as part of Item 4.6 (Approval of Consent Calendar).

8.2 Adoption of Resolution 24-22 Honoring First Responders in the Rancho Santiago Community College District

This item was considered after Item 4.3 (Public Comment).

9.0 HUMAN RESOURCES

Items 9.1, 9.2, and 9.3 were approved as part of Item 4.6 (Approval of Consent Calendar).

9.4 Approval of Fringe Benefit Providers and Rates for Calendar Year 2025

This item was considered after Item 4.9 (Presentation on the 2025 Benefit Providers).

9.5 Adoption of Resolution No. 24-20 Board Member Absence

It was moved by Mr. Crockett and seconded by Ms. Tong to approve Resolution No. 24-20 Board Member Absence as presented. The motion carried with the following vote: Aye – Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, and Ms. Tong. Not Present at Vote – Dr. Arias Miller and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

9.6 Adoption of Resolution No. 24-23 Board Member Absence

It was moved by Mr. Crockett and seconded by Mr. Hernandez to approve Resolution No. 24-23 Board Member Absence as presented. The motion carried with the following vote: Aye – Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Tinajero, and Ms. Tong. Not Present at Vote – Dr. Arias Miller and Mr. Yarbrough. Student Trustee Alcaraz’s advisory vote was aye.

10.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on September 23, 2024, at the RSCCD boardroom. There being no further business, Mr. Tinajero adjourned the meeting at 9:41 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

Approved: _____
Clerk of the Board

Minutes approved: September 23, 2024

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of Human Resources, RSCCD

Date: September 9, 2024
To: Marvin Martinez, Chancellor
From: Kristin Olson, Vice Chancellor, Human Resources
Subject: Responses to Board Requests – Trustee Yarbrough
Item #9.4 – Approval of Fringe Benefit Providers and Rates for Calendar Year 2025

From Trustee Yarbrough:

Item 9.4 - Approval of Fringe Benefit Providers and Rates for Calendar Year 2025

Questions on Item 9.4:

1. *Is ASCIP accredited by the California Association of Joint Powers Authorities - CAJPA?*
2. *Is the Statewide Association of Community Colleges, SWACC, an accredited by the CAJPA? They do our workman's comp insurance.*
3. *Is ASCIP subject to Ed Code 81602?*
4. *Is SWACC subject to Ed Code 81602?*

Answers to Questions on Item 9.4

CAJPA has more than 100 members and about half appear to be accredited. SWACC is accredited with excellence. ASCIP does not appear to be listed as accredited. SWACC serves the District with our property/liability insurance, but not our work comp insurance. Education Code 81602 is not applicable to either ASCIP or SWACC, as that particular section of the education code addresses districts that are self-insured. Both SWACC and ASCIP are JPAs. They are non-profits that provide coverage to schools and CCDs. Ed. Code section 81602 authorizes the District to have self-insurance. Those companies are not subject to 81602.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the President, Santa Ana College

Date: September 9, 2024

To: Marvin Martinez, Chancellor

From: Annebelle Nery, Ph.D., President, Santa Ana College

Subject: Responses to Board Requests – Trustee Yarbrough
Item 6.3 - Approval of Data Sharing Agreement between RSCCD on behalf of Santa Ana College and United Domestic Workers/AFSCME Local 3930
Item 6.4 - Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and OTEIM
Item 6.7 - Approval of Recommendation to Name the Dedicated Space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson

From Trustee Yarbrough:

Item 6.3 - Approval of Data Sharing Agreement between RSCCD on behalf of Santa Ana College and United Domestic Workers/AFSCME Local 3930

Questions:

I am sure that we have policies that keep our students' data confidential. What confidentiality protocols, if any, are we violating by sending our students data like this? Are we first requesting the students to sign an agreement that we can share their data? Are we using some existing rule that allows us to send students data to the State of California or the US Government?

Answer to inquiry on Item #6.3:

Thank you for your inquiry. This data sharing agreement is the same as the one recently submitted by Santiago Canyon College and the United Domestic Workers. It links up with the State Chancellor's Office initiative in support of UDW. Through this agreement, UDW will provide Santa Ana College with specific data points on their union members. Once those members become students, SAC will share with UDW specific data points (in aggregate) about academic progress and success. The exact data that SAC research will share is outlined in the appendix of the agreement.

The data sharing agreement covers all of the points necessary to comply with FERPA without requiring approval to share data. These points include entering into a written agreement with the organization, ensuring that the study does not permit identification of individual parents and students by anyone other than representatives of the organization with legitimate interests in the information, and destroying or returning the data when no longer needed for the study purposes. In addition, the data sharing agreement states that United Domestic Workers will collect approvals from students to participate in the study (Exhibit B).

Item 6.4 - Approval of Educational Affiliation Agreement between RSCCD on behalf of Santa Ana College and OTEIM

Questions:

This states that there is no cost or other financial arrangements, no fiscal impact, and it is not assigned to a particular budget. Under "General Responsibilities of District" A.2. it states, "District shall inform The Occupational Therapy Assistant Program students of any requirement for background checks and their responsibility of payment". Are our students paying for this?

Answer to inquiry on Item #6.4:

We appreciate your question and the advocacy for our students. Some fieldwork sites may require a background check from our student as part of on-boarding process. Some facilities will provide a location for our students to complete the background check, fees depend on site. Some facilities may accept the background check, completed by CastleBranch.com (completed during the initial enrollment process completed by OTA students when starting the OTA program). They may request a background re-check that is more current (as the initial background check would have been completed 18 months prior). The cost of a background re-check by CastleBranch.com is approximately \$43.00.

In all of our Allied Health programs, such as OS and OTA, students are informed via the campus website, in orientations, and, at times, via course-based materials fees that there are additional costs to their education outside of typical books, tuition, and fees.

Item 6.7 - Approval of Recommendation to Name the Dedicated Space for the Santa Ana College Honors Transfer Program in honor of Kathleen (Kathy) Patterson

Questions:

What is "the Dedicated Space"? Is it a physical location, or are you asking the board to name the entire program something with her name on it, such as The Professor Kathy Patterson Honors Transfer Program? I see nothing that was provided that gave a description what you're asking us to do.

Answer to inquiry on Item #6.7:

We apologize for not being more specific in this request. At the time of submission, we had not identified a physical location for the Honors Transfer Program. Today, we have identified D 110 as the best spot. The details of what the naming, the exact wording and in what form, such as a plaque, sign, etc. is still to be determined.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Services

2323 N. Broadway
 Santa Ana, CA 92706
 (714) 480-7340 – Office

Date: September 9, 2024
To: Marvin Martinez, Chancellor
From: Iris I. Ingram, Vice Chancellor, Business Services
Subject: Response to Inquiry from Trustee Yarbrough Regarding September 9, 2024, Board Agenda Item 7.11 – Approval of the 2024/2025 Adopted Budget

From Trustee Yarbrough:
Item 7.11 - Approval of the 2024/2025 Adopted Budget

Questions/Request: *There is a typo online under Expenditure (in millions), the 2022-2023 Adopted is listed as "2023-2024 Adopted":*

Business Services - Fiscal Services

District Unrestricted General Fund Budget Summary

Revenues (in millions)	2024-2025 Adopted	2023-2024 Adopted	2022-2023 Adopted
Federal Funds	0	0	0
State	\$122.49	\$123.73	\$96.79
Local	\$138.00	\$119.07	\$121.61
Other Sources	\$0.01	\$0.01	\$0.01
Beginning Fund Balance	\$108.93	\$69.99	\$59.42
Total	\$369.43	\$312.80	\$277.83

Expenditures (in millions)	2024-2025 Adopted	2023-2024 Adopted	2022-2024 Adopted
Academic Salaries	\$94.34	\$84.40	\$76.41
Classified Salaries	\$53.50	\$47.75	\$38.96
Employee Benefits	\$81.77	\$75.21	\$69.18
Books & Supplies	\$1.46	\$1.37	\$1.28
Other Operating	\$50.23	\$43.61	\$30.76
Sites, Buildings & Equipment	\$0.74	\$0.40	\$0.51
Other Outgoing	\$6.60	\$3.51	\$3.62
Ending Fund Balance	\$80.79	\$56.55	\$57.11
Total	\$369.43	\$312.80	\$277.83

Thank you for pointing that out. It is now corrected.

Pg. 6 8612 Apportionment Deficit - Define what this is and why it doubled. 8612-8630 EPA Prior Year Adjustment - What is this? Does it pertain to all accounts between 8612 and 8630? 8630 Education Protection Account - Is this our reverse, (7900)? What is the Education Protection Account? 8850 - Why was Actual Revenue 23-24 only \$64,457?

If the State does not have sufficient funds to pay districts what is earned in the Student Centered Funding Formula, they apply a “deficit factor” meaning a reduction in our apportionment. At each reporting period this deficit factor can change and is not final until after year end. The last few years, it has ranged from 10% to zero percent. As a practice, our district has budgeted a 2% deficit factor, but since these fluctuations have increased, we are budgeting a 3.55% deficit factor for 2024/25, which was the estimated State deficit factor at 2023/24 P1.

The Education Protection Account (EPA) is one of the reasons the State can show a deficit if funds aren’t realized as expected. The line item shown as 8612-8630 is accounting for a prior year adjustment for either or both line items 8612 and 8630. The presentation of the 2024-25 Adopted Budget also references the use of adjustments in EPA funding as a means of dealing with State budget deficits for the current and next fiscal years. EPA funds were established in 2012 with the passage of Proposition 30 which raised taxes to support school funding.

Rents and Leases income shown on line 8850 decreased due to non-renewal of cell tower contracts and one of the colleges depositing rental income in a Diversified Agency Fund rather than General Fund in 2023/24.

Pg. 9 5400 Insurance - What is the cause of the major swings in this account? Is it the ASCIP refunding that are unknown until realized? 5000 Services and Other Operating Expenses - the 5000 category rises by \$8m. Is this due to the additional hiring we are doing as our demand increases?

This line item relates to the cost of Property and Liability insurance in the General Fund; however, it is also accounted for in our Self Insurance Fund (see line 5400 on page 56). It was determined in 2023/24 that there is no reason to account for this cost in both funds. Fund 61 is the fund that incurs the actual expense, so it will only be accounted for there from now on. Both colleges earned additional ongoing funding due to growth in FTES and have budgeted holding accounts in the 5000 series. They can move these funds as needed for staffing or other needs during the year.

Pg 12 8890 - Explain the \$5,592,286 figure.

Please see response to question below for the combination of 8890 in both Fund 11 and Fund 13.

Pg 14 5900 Other - \$19m. What is this for?

Due to the colleges fully restoring FTES and producing additional growth in 2023/24, the colleges earned a substantial carryover in one-time funds into 2024/25 in Fund 13. This line item again is used as a holding account and the colleges can move these funds as needed for other one-time needs during the year.

Pg 15 Reserves for Contingencies increases \$13.5m, mostly from the \$8.4m in 7930 and \$5.1m in 7950, how close this get us to our Reserve goal, (Pg 21 shows we meet it)?

You are correct. Page 21 shows the calculation of two months of the combined General Fund expenditures equaling \$71.5 million as of the 2024/25 Adopted Budget. It will be pointed out in the 2024-25 Adopted Budget presentation that we have met the Board of Trustees' goal for the Board Policy Contingency in this budget.

Pg 18 8890 What is this \$8.7m from? The category is Representation/Discounts/Fines/Instr. Mat./Heath Serv. Use Fees, etc. Is this this \$7m we got back from the ASCIP fund we just found out about, or what this put in 8860 on this page?

Included in 8890 is a deposit from ASCIP as directed by the Board last spring, a CalSTRS Defined Benefit Supplement (DBS) refund, and credits from the County for uncashed checks older than six months.

Pg 20 5900 What is the special project that brings this to \$24m?

As explained above, this line is used as a holding account in the budget until the colleges determine spending priorities for both ongoing and one-time needs.

Pg 23 8199 What is the \$5.5m federal categorical program?

There are several Federal programs budgeted in 8199. The largest three are CFCP Digital Divide \$1,986,026; CTE Pathway to Certification \$1,902,747; and US Department of Labor – Strengthening Community Colleges \$1,750,000.

Pg 24 8699 Wow! No wonder the state is broke! \$34.1m increase in our state funding while the state is posting a \$38b deficit. I can see it in 8629 and 8659, what is the short story on this? What is the likelihood of a December claw-back? 8820 What is Contract Instructional Services that pay us \$3.8m?

Budgeted revenues in 2024/25 are up over prior year actuals in the 8629 and 8659 line items. If you were to compare 2023/24 budget to 2024/25 budget for those two line items it is only an increase of \$10.7 million. This is a similar pattern to prior year as all programs are budgeted to spend 100% of the revenue. However, for many programs, unspent funds roll over into the following year and are re-budgeted again to continue to spend for the restricted purpose. Regarding the likelihood of a mid-year claw-back, although possible, it is highly unlikely that the State will claw back additional funds that have not already been identified. In the event of a worsening fiscal crisis, the state would defer allocations. Your question related to 8820 is actually for line 8831 and the majority of funds in this line item relate to our contract as Fiscal Agent for certain grants from the State Chancellor's Office.

Pg 96 Who receives this report from the Fiscal Crisis & Management Assistance Team - Senate and Assembly committees that oversee CCC's? I am very satisfied with the 24.5% rating which I consider low risk, but in reviewing the "no" responses, are most of them due to our size and complexity of some of our accounts? I am not concerned with the "no" responses given what the Chancellor and staff have accomplished on the behest of the Board. If there is information on the statewide results, where can I find it?

Fiscal Crisis and Management Assistance Team (FCMAT) developed this tool to use when they are brought in to help a struggling district and all districts are encouraged to assess its

own fiscal health risk. For over 10 years, Business Services has completed the analysis and included it in our Adopted Budgets for information. The form is not forwarded to any agency. It is a self-assessment tool only. There are various reasons for “no” responses. One of the “no” responses asks if the district included a budgeted reserve of at least two months of expenditures in the subsequent two years. We will be able to answer yes to that question assuming we remain at that level moving forward. There is no statewide information available to compare and not all districts use the tool.

Pg 103 58.3 - Are we funding our projected CalSTRS and CalPERS contributions? If so, is it that it just was not a board-adopted plan that resulted in the "no" answer?

Correct, we do not have a board-adopted plan to fund CalSTRS and CalPERS contributions over time, however we are funding these obligations on an annual basis. All increases in cost are documented on Page 118.

Pg 107 12.1 - Under what circumstances do one-time funds pay for ongoing expenses?

We do not allow for the permanent ongoing cost of full-time positions to be paid with one-time funds. For adjunct faculty in particular, the colleges have budgeted for a portion of these salaries using one-time funds, especially as they have been adding classes to grow FTES. While it may be correct that some of those expenses really are one-time, at least a portion of the costs will continue on an ongoing basis to continue offering classes to maintain FTES. Both colleges have moved more costs into Fund 11 from Fund 13 in 2024/25. We will reevaluate if more funds need to be shifted to Fund 11 during this fiscal year. Additionally, as a rule it is not considered good fiscal policy to use one-time funds for ongoing expenses. We go to some length to avoid this practice.

Pg 24 & 123 Total Revenues up \$45.5m! or 50%. Astonishing.

Correct, the budgeted revenues in 2024/25 are up over prior year actuals in the Restricted General Fund. This is a similar pattern to prior year as all programs are budgeted to spend 100% of the revenue. However, for many programs, unspent funds roll over into the following year and are re-budgeted again to continue to spend for the restricted purpose.