Rancho Santiago Community College District
District Council Meeting

MINUTES
October 5, 2026

Members:	Carri Matsumoto for Iris Ingram	Present
	Kristin Olson	Present
	Sarah Fisher	Present
	Annebelle Nery	Present
	Enrique Perez	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Steve Bautista	Present
	Alexander Natale	Present
	Sheryl Martin for Tyler Johnson	Present
	Diana Casares	Present
	Anthony Rivera (Int SAC ASG President)	Present
	Anderson Prior	Present
Guests:		
	Jeff Lamb	
	Christopher Sweeten	
	Emily Day	
	Nga Pham	
	Bill Reardon	
	Chris Coates	

1. Call to Order/Update
    a. Vice Chancellor Olson convened the meeting via Zoom Conference at 1:35 p.m.
    b. Mr. Prior gave his SCC ASG President at this time due to his required early departure from the meeting.

2. Approval of Minutes
    a. It was moved by Dr. Nery and seconded by Ms. Coyne to approve the minutes of the August 24, 2026 meeting. The motion carried with abstentions from Ms. Matsumoto, Mr. Bautista and Mr. Natale.

3. Approval of Job Descriptions
    a. Human Resources Manager, Operations and Supervisory Investigator – It was moved by Ms. Coyne and seconded by Mr. Bautista to approve the job descriptions. Discussion ensued. The motion to approve, with added clarification that the involvement by the Supervisory Investigator in board policies and administrative regulations was limited to those relating to Human Resources, carried unanimously with an abstention by Ms. Matsumoto.

Mr. Prior left the meeting at this time.

4. Approval of Reorg #1489 – DO/Human Resources
    a. It was moved by Ms. Martin and seconded by Ms. Kubicka Miller to approve Reorg #1489 – DO/Human Resources. Discussion ensued. The motion to approve, with the caveat that SAC and SCC College Councils approved the reorg at their meetings on October 13 and October 14 and that the Planning and Organizational Effectiveness Committee proceed with documentation of the process for reorgs, carried with an absention by Ms. Matsumoto.

5. Approval of 2024-2032 District Planning Process Manual
    a. It was moved by Ms. Fisher and seconded by Ms. Kubicka-Miller to approve the 2024-2032 District Planning Process Manual. AVC Sarah Fisher presented the 2024-2032 District Planning Process Manual being recommended by the Planning and Organizational Effectiveness Committee. Discussion ensued. The motion carried unanimously.

6. Approval of Administrative Regulations
    a. AR 4025 Philosophy and Criteria for Degrees and General Ed – it was moved by Ms. Kubicka Miller and seconded by Mr. Bautista to approve AR 4025. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
    b. AR 4103 Work Experience Education – it was moved by Mr. Bautista and seconded by Mr. Rivera to approve AR 4103. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
    c. AR 4235 Credit for Prior Learning – it was moved by Mr. Rivera and seconded by Ms. Kubicka Miller to approve AR 4235. Dr. Jeff Lamb presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
    d. AR 5500 Standards of Student Conduct – it was moved by Ms. Coyne and seconded by Mr. Rivera to approve AR 5500 as presented. Mr. Christopher Sweeten presented the revisions to the AR. Discussion ensued. The motion carried unanimously.
    e. AR 5520 Student Discipline Procedures – it was moved by Ms. Martin and seconded by Ms. Kubicka Miller to approve AR 5500. Mr. Christopher Sweeten presented the revisions to the AR. Discussion ensued. The motion carried unanimously.

Mr. Rivera gave his SAC ASG President at this time due to his required early departure from the meeting and left the meeting following his report.

Ms. Fisher left the meeting at this time.

7. Recommendation of Board Policy
    a. BP 4020 Program, Curriculum and Course Development – it was moved by Ms. Coyne and seconded by Ms. Kubicka Miller to recommend BP 4020 be placed on the Board Policy Committee Meeting agenda for approval. Dr. Jeff Lamb presented changes to the board policy. The motion carried unanimously.

8. Committee Reports
    a. Planning and Organizational Effectiveness Committee (POEC)
    Committee Co-Chair Tara Kubicka Miller reported on the September 23, 2026 meeting.
    b. Human Resources Committee (HRC)
    Vice Chancellor Olson reported on September 26, 2026 meeting.
    c. Fiscal Resources Committee (FRC)
    AVC Emily Day reported on the September 16, 2026 meeting
    d. Physical Resources Committee (PRC)
    AVC Carri Matsumoto reported on the September 2, 2026 meeting.
    e. Technology Advisory Group (TAG)
    AVC Jesse Gonzalez reported on the September 3, 2026 and October 1, 2026 meetings.

9. Constituent Representative Reports
    a. Academic Senate/SAC: Ms. Claire Coyne reported on the SAC Academic Senate meetings and activities.
    b. Academic Senate/SCC: Ms. Tara Kubicka-Miller reported on the SCC Academic Senate meetings and activities.
    c. CSEA: Ms. Martin reported on CSEA 579 activities.
    d. Student Government/SAC: Mr. Rivera reported on SAC ASG activities earlier in the meeting as noted in the minutes.
    e. Student Government/SCC: Mr. Prior reported on SCC ASG activities earlier in the meeting as noted in the minutes.

Next Meeting: The next meeting will be held on Monday, November 2, 2026
Meeting Adjourned: 3:15 p.m.