PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, April 24, 2019
3:30pm-4:30pm - District Office – Santa Ana Room #103

I.   **MINUTES FOR REVIEW AND APPROVAL** – March 27, 2019

II.   **REPORT FROM DISTRICT COUNCIL –** April 1, 2019

III.   **COMMITTEE MEMBERSHIP**

IV.   **IEPI PLAN –** Update
  a.   District Role in Enrollment Management

V.   **VISION FOR SUCCESS –** Update and Presentation to the Board - April 29, 2019

VI.   **2019-2022 STRATEGIC PLANNING RETREAT** – May 10, 2019
  a.   Draft Agenda – Review

VII.   **GUIDED PATHWAYS**
  a.   Santiago Canyon College
  b.   Santa Ana College
  c.   Districtwide Committee

VIII.   **PLANNING AT THE COLLEGES**
  a.   Santiago Canyon College
  b.   Santa Ana College

IX.   **GRANT DEVELOPMENT SCHEDULE –** Information

X.   **OTHER**

   NEXT MEETING: ***Wednesday, May 22, 2019***

RSCCD Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

2013 – 2023 RSCCD Goals

RSCCD Goal 1
RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2
RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3
RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4
RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5
RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

![Rancho Santiago Community College District logo]

RANCHO SANTIAGO
Community College District

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rsccd.edu

Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
*POE is the district-level planning and accreditation oversight and coordinating committee
that makes recommendations to District*

Draft Minutes

Wednesday, March 27, 2019 - 3:30pm-4:30pm

MEMBERS PRESENT:
Michael DeCarbo, Claudia Del Valle, Melissa Govea, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Yadira Rayo-Penaloza, Kristen Robinson, Sarah Santoyo, Aaron Voelcker & Monica Zarske.
Staff: Patricia Duenez
Not Present: Dr. Marilyn Flores, Mark Smith & Nga Pham

Mr. Perez called meeting to order at 3:33pm.

I.   **INTRODUCTION OF NEW MEMBERS**
        Ms. Cristina Morones was introduced as the Classified Representative from SCC.

II.   **MINUTES FOR REVIEW AND APPROVAL** – February 27, 2019
        No corrections were made.
        It was moved by Ms. Morones, seconded by Ms. Santoyo to approve the February 27 minutes.
        One abstention from Ms. Zarske.

III.   **REPORT FROM DISTRICT COUNCIL** – March 4, 2019
        Mr. Perez & Mr. DeCarbo provided a brief report.
Ms. Govea arrived at this time.

IV.   **IEPI PLAN** – Update
        Mr. Perez reviewed the recent updates as highlighted on the plan. Discussion ensued. More updates were provided. The timing to agendize the district's role in enrollment management was discussed.
Dr. Lamb arrived at this time.
        Dr. Lamb reported that SAC does not have an enrollment management committee. Workgroup meetings on enrollment management have been held; there are plans to have an addendum to the master plan and the workgroup will meet again prior to the next POE meeting. 'District Role in Enrollment Management' will be added to the next POE agenda.
Ms. Del Valle arrived at this time.

V.   **VISION FOR SUCCESS** – Update and Presentation to the Board (April 29, 2019)
        Mr. Voelcker and Dr. Lamb provided updates related to aligning the colleges goals to the state chancellor's goals, percentages, mission statements, value statements, timeline in preparation for the Board presentation and groundwork for the master plan.
        Mr. Perez thanked those who agreed to meet in preparation for the presentation at the April 29 Board meeting.

Mr. DeCarbo needed to leave the meeting at this time but asked that at the Guided Pathways meeting that conversation include efficiencies and reducing redundancies.

VI. **2019-2022 STRATEGIC PLANNING RETREAT** – May 10, 2019
   a. Draft Agenda – Review
      Mr. Perez reported on the assignments and status of assignment sent to the retreat workgroups.
      Ms. Duenez will resend group assignment to Ms. Rayo-Peñaloza and will add Ms. Morones to a workgroup and forward her assignment #2.

Ms. Robinson arrived at this time.

VII. **GUIDED PATHWAYS**
   a. Santiago Canyon College
      Mr. Voelcker reported on attending the GP/IEPI workshop, inquiry clusters, the 19-22 Enrollment Management and other work being done at the college.
   b. Santa Ana College
      Dr. Lamb reported on the work happening at SAC, structure to allow for faculty & staff engagement and participation, the review of a proposed timeline for spring and fall, completion teams, presentation at college council of college roadmap and managing changing technology related to Guided Pathways.
      Discussion ensued on students and classified staff's positive view of Guided Pathways at the campuses but also expressed a need for more promotion of it.
   c. Districtwide Committee
      It was agreed that a brief report be provided to POE from the Districtwide Subcommittee Meetings.

VIII. **PLANNING AT THE COLLEGES**
   a. Santiago Canyon College
      Mr. Voelcker reported on the management system; finishing the curriculum implementation, building out planning templates; work on the program review and sharing data with campus community.
   b. Santa Ana College
      Dr. Lamb reported on Curricunet Meta, purchased catalog module; a proposal to start a institutional effectiveness committee, the outcomes assessment work and the system for tracking the outcomes assessment work.

IX. **GRANT DEVELOPMENT SCHEDULE –** Information
      Ms. Santoyo provided an update on the Grant Development Schedule.

X. **OTHER**
      NEXT MEETING: Wednesday, April 24, 2019

   Mr. Perez adjourned the meeting at 4:33pm

                                                             approved:_____

INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
IEPI
Participate | Collaborate | Innovate

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: revised 3-27-19 (from POE mtg)

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of Districtwide Goals to College Master Plan Activities	POE	April 2019	1. POE establishes sub-committee to work on matrix 2. Subcommittee creates, refines, and obtains approval of matrix 3. Disseminate information district-wide	1. Subcommittee set 2. Matrix created and approved 3. Matrix disseminated	• Nga, Jeff, Aaron, Janice will align District Goals to SAC/SCC goals and Vision for Success Goals
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	May 2019	1. Set date for retreat 2. Invite all participatory governance committees 3. Develop communication plan to disseminate information on retreat (purpose, etc.) 4. Hold retreat 5. Document and disseminate results 6. Incorporate findings into planning processes at DO, SAC, and SCC	1. Date set 2. Invitations issued 3. Communication plan finalized 4. Retreat held 5. Results disseminated 6. Retreat findings incorporated into all three planning processes	• May 10, 2019 retreat • Invitations sent 1st week of December 2018 • Assignments will be sent ahead of retreat for review of data/information • Sub-committee planning the day & pre-retreat work

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	3. Update Function Map	POE	<mark>May 2019</mark>	1. POE establishes sub-committee to work on updates 2. Subcommittee updates and obtains approval of updates 3. Disseminate information district-wide	1. Subcommittee set 2. Function map updated and approved 3. Function map disseminated district-wide	• <mark>VP Academic Affairs coordinate for SAC/SCC</mark> • <mark>Nga coordinates for DO</mark> • Colleges/DO will review everyone's input for final draft and then to POE and DC
A. Strategic Planning	4. Identify and Address Gaps Between <mark>2019-22</mark> District-wide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	December 2019	1. <mark>Establish DO/SAC/SCC committee to identify gaps</mark> 2. Committee identifies gaps, and recommends approaches to addressing them 3. Applicable committees address the identified gaps 4. Conduct new environmental scan if committee determines necessary	1. Committee set 2. Gaps identified and recommendations made to applicable committees 3. Gaps addressed by committees and progress report made to DC 4. New environmental scan conducted (if needed)	
B. Enrollment Management	1. Clarify DO role in Enrollment Management	District Council	November 2019	1. Establish committee 2. Discuss in DC, POE and district curriculum committee 3. Delineate, document, and disseminate DO role 4. Incorporate DO role as applicable into college and district enrollment management planning processes	1. Committee set 2. Discussions completed 3. DO role in EM district-wide disseminated 4. DO role incorporated	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	June 2019	1. Begin conversation at POE as to: (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? 2. Develop multi-pronged approach (more than just software). Determine what other district-wide systems / processes need to be improved / changed. 3. Connect with other colleges on what software has worked for them. 4. Identify and meet with vendors 5. Select, obtain, install, test, and implement software 6. Implement other changes in EM processes as needed 7. Establish schedule for evaluation and improvement going forward	1. Conversations completed 2. Multi-pronged approach developed; determination made 3. Communications with other colleges completed and information provided to POE. 4. Vendor meetings completed 5. Software obtained and implemented 6. Other necessary changes to EM processes implemented 7. Schedule for ongoing evaluation and improvement set	
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	June 2019	1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward	1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs.	FRC	Fall 2018	1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service.	1. Consultant contracted 2. Discussions with FRC / DC completed 3. Discussions with stakeholder unions completed 4. Internal reviews completed and recommendations made to DC 5. Minimum funding identified	**1.Consultant contracted** **2. Discussion in FRC/DC on-going**
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Review and study conducted, and findings documented 3. Discussions completed 4. Recommendations made 5. Implementation approach and schedule finalized 6. Improvements implemented according to schedule 7. Schedule for ongoing evaluation and improvement set	**1.Consultant contracted**
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	**$100,000**
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	**$60,000**
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	**$30,000**
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	**$10,000**
Total IEPI Resource Request (not to exceed $200,000 per college)			**$200,000**

Approval		Collegial Consultation with the Academic Senate	
Chief Executive Officer		**Academic Senate President, Santa Ana College** *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Raul Rodriguez, Ph.D.		Name: Monica Zarske	
Signature or E-signature:	Date:	Signature or E-signature:	Date:
		Academic Senate President, Santiago Canyon College *(As applicable; duplicate if needed for district-level I&EP)*	
		Name: Michael DeCarbo	
		Signature or E-signature:	Date:

Building the future through quality education

DISTRICTWIDE GUIDED PATHWAYS SUBCOMMITTEE

Draft Minutes
Wednesday, March 27, 2019 - 4:30pm-5:30pm; DO ECR 114

VC Perez called the meeting to order 3:37pm.

   I.   Welcome and Introductions
  II.   Purpose/Roles/Membership of the Committee   Enrique Perez
 III.   Goals of the Committee   Enrique Perez

  IV.   Where Are We
         a.   Santa Ana College   Dr. Fernando Ortiz
              Dr. Ortiz-provided a handout 'Guided Pathways @ SAC'
              6,000 students applied but never actually attended SAC; these students were invited to
              attend workshops to assist with the onboarding at SAC; about 100 students attended
              workshops; participated in a group study; SAC in the process of producing brochures
              for career and academic pathways. It was commented that Classified felt they were not
              being included.
              VC Perez asked how was classified involved from the beginning.
              Dr. Ortiz mentioned that at the steering committee there were 25 Classified; when
              discussion turned to programs and apps, some might have felt they were not being
              included. Dr. Ortiz reported that they've been involved in all teams since the
              beginning.
              Discussion ensued on classified and student involvement on colleges GP meetings,
              committees and groups.
              *It was suggested to add a classified member to the GP Steering Committee as they are
              engaged partners in the process.
              *Managers and Directors were asked to report back to Classified staff what was
              discussed at GP Steering Cmte.; there's a disconnect when it comes to what is
              classifieds role in GP.
              Dr. Hoffman mentioned an example of this: the Maintenance & Operations staff.
              VC Perez asked how many across campus know GP as outlined in the handout Dr.
              Ortiz provided. Dr. Ortiz said the handout was shared at Convocation.

         b.   Santiago Canyon College   Dr. Denise Foley/Dr. Joyce Wagner
              Dr. Foley/Dr. Wager provided handouts; 'Summary Report SCC Guided Pathways',
              and the 'Guided Pathways Clusters: Student Services Cluster, Academic Cluster,
              Professional Development Cluster, Planning Technology and Research Cluster'. The
              Leadership Team met once on 3/19/19.
              VP Rizvi reported that by April 24 he is hoping to have more students involved in
              clusters.

VC Perez asked how did colleges incentivize students to attend clusters.
They were pulled from ASG Senators. It was suggested that the committee have more involvement from regular students, not just student leaders. SCC is working on surveys and text messages; both colleges have been giving gift cards as incentives to students.
VP Rizvi working on producing a report by May 22, graduation date.

   c. California Community College Chancellor's Office   Dr. Sean C. Pepin
VC Perez asked Dr. Pepin how the state incentivized student involvement.
Dr. Pepin said that they would request the Student Club to send a representative. He reported that there are 18 regional coordinators and that he is our coordinator. He commented that RSCCD is one of two colleges in region that has had this Steering Committee meeting. L.A. is still trying to organize a Steering Cmte. meeting. Dr. Pepin's role is to offer support, services and advice.
Dr. De La Cruz commented on the templates on Program Mapping and that Dr. Pepin had shared them with SAC.
Dr. Lamb mentioned an email he just received regarding an update on 'Students and Guided Pathways'. *Dr. Lamb will forward this email to VC Perez.
Dr. Pepin mentioned a webinar titled, "How to Really Engage Student Voice". *Dr. Pepin will forward that to VC Perez.
Dr. Hubbard reported that at SAC there will be a training for students on Shared Governance Committees and their role as committee members so as to better prepare student representatives.
VP Rizvi asked about Classified training. Dr. Pepin said most of it is free but said that the State can help with that.
Dr. Wagner commented on SCC students being vocal and active; takes time to address each voice; Senate approved funding for one year.
Dr. Lamb spoke on 'informed wandering' and having the student understand how the courses they are taking will impact their career pathway

V.   Next Steps: 2019 Agenda   All Members
       Dr. Lamb suggested 'Role of Technology' be added to the next agenda.
VC Perez asked how far is SAC from knowing what technology tools they need?
It was suggested that John Steffens from SAC be invited to the next meeting.
Mr. Voelcker asked Dr. Pepin what other colleges are using as far as Technology for GP. Dr. Pepin has full list of other programs and what they use.
*Dr. Pepin will forward the list to VC Perez.
Dr. Lamb spoke on the May 10th Retreat and spoke on functions being linked from the college to the district and what ways can the college be ready for the student.
VC Perez asked members to email him on any other suggestions for the next agenda.

Next Meeting: Wednesday, April 24, ECR #114 -- 4:30-5:30pm

VC Perez adjourned the meeting at 5:33pm.

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
Submitted									
Scaling Apprenticeships through Sector-Based Strategies Department of Labor ($120,000/yr for 4 years)	District sub-awardee in national proposal - Dr. Davis	Goals #1, #2 and #4	10/16/18	Submitted	Spring 2019	No	District would work with LA and OC colleges to develop IT apprenticeship programs, and would benefit from additional business & workforce development partners.	No	Yes
Song-Brown Capitation Office of Statewide Health Planning and Development $200,000/yr x 2 years	SAC – Becky Miller	Goals #3 and #4	12/3/18	Submitted	April 2019	No	Improve disadvantaged and under-represented students' completion of the nursing program.	No	Pending
General Child Care and Development (CCTR) California Department of Education	DO – Janneth Linnell	Goal #2	12/18/18	**UPDATE: received high score, may make cut-off**	March 2019	Unknown at this time	Expand services for full-day/full-year infant and toddler care	No	Yes
March 2019									
California Education Learning Lab $1 - $1.5 million *Carnegie Mellon University is the applicant, SAC would be a sub-award*	SAC – Cherylee Kushida	Goals #1, #2 and #4	3/15/19	Submitted	5/30/19	No	The purpose of the grant is to incorporate learning science and adaptive learning technology into the curriculum. SAC would implement a project to expand and	No	Pending

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
							strengthen its OER.		
Improving Online CTE Pathways	SAC – Cherylee Kushida SCC – Von Lawson	Goals #1, #3, and #4	LOI 3/15/19 Application due 5/1/19	Submitted	June 2019	No	Create/improve online CTE certificate programs, using regional priorities as a guide.	Yes. Online CTE courses would cont. to be offered 3-5 years.	Pending
March 2020									
National Science Foundation S-STEM Grant *$650,000 over 3 years*	SAC – Maria de la Cruz, Cathie Shaffer, George Sweeney	Goals #1, #3 and #4	3/25/20	Planning	7/2020	No	Provide support services and scholarships for low-income students with high potential for success as STEM majors	No	
Late Summer/Fall (due dates not out yet)									
Student Support Services *U.S. Department of Education* *$265,000/per year for up to 5 years* *(Student Support Services may offer multiple programs for special populations: e.g., STEM majors,*	SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Reg	Goals #1, #2 and #3	Delayed due to federal gov shutdown	Planning	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk to attain ambitious achievement targets in persistence, GPA at 3.0 or greater,	No	Pending
	SCC (4) LaKyshia Perez: SSS Reg Janis Perry:		Delayed due to fed gov shutdown	Planning	June 2019	No			

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
students with disabilities, ESL, teacher prep.)	SSS-Teacher Prep Martin Stringer & STEM faculty: SSS-STEM Joseph Alonzo: SSS-Vets						completion, transfer, and persistence to the 2nd year at four-year universities.		
Art Works National Endowment for the Arts	SAC – theater faculty, Christina Romero	Goals #1, #2	7/11/19	Considering	April 2020	Checking	Produce an Art Work that invite dialogue, foster mutual respect for diverse cultures and beliefs, or that broaden our understanding of ourselves as individuals and society.	No	Pending
Title V - Developing HSIs $550 - $750,000/yr for 5 years	SAC – Maria de la Cruz SCC – Marilyn Flores	Goals #1, #3, #4	Sum/Fall 2019	Considering					

1) Plans for personnel to be hired by the grants listed above: please refer to attachments.

2) <u>GRANT OPPORTUNITIES</u>

- **Improving Undergraduate STEM Education**. National Science Foundation. Applications are due 9/30/19.
  - o **Exploration and Design**: Engaged Student Learning up to $300,000 for 3 years; Institutional and Community Transformation up to $300,000 for up to 3 years; - $3,000,000. National Science Foundation.
  - o **Development and Implementation**: Engaged student learning up to $600,000 for up to 3 years; Institutional and Community Transformation up to $3 million for up to 5 years.

- **Scholarship in STEM Program**. Up to $650,000. National Science Foundation. Scholarship funds for STEM majors. National Science Foundation. Applications are due 3/25/20.

- **Advanced Technological Education**. $70,000 - $7.5 million. National Science Foundation. Funds for career education programs related to STEM, implementation of innovation and development of models that can be taken to scale. Applications are due 10/3/19.

     - Emphasis on 2-year college programs that focus on technicians for high-technology fields that drive nation's economy. Program involves partnerships with K12, other IHEs, and industry partners. Invites research proposals that advance knowledge related to technician education.

- **Laura Bush 21st Century Librarian Grant (correction).** $50,000 - $1,000,000.The application is due 3/20/19; however, a required letter of intent was due 9/17/18. We have missed the first phase to submit an LOI. However, this is a cyclical program that has been offered every year. If 2019 is similar to prior years, the grant should come up again in fall 2019.

Grant Schedule – Plans for personnel to be charged to grants

Enclosed are budget sheets developed for the following grant opportunities, which show the plans for personnel

- Scaling Apprenticeships through Sector-Based Strategies
- Song-Brown Capitation
- General Child Care and Development (CCTR)
- CA Educational Learning Lab
- TRIO Student Support Services
    - SAC Regular
    - SAC Veterans
    - SCC Regular

Personnel for the following grant opportunities has not been determined yet

- Improving Online CTE Pathways
    - Will like include faculty stipends to develop and use OER content for CTE courses

- NSF S-STEM Grant
    - 40% of funds can be used for support services
    - 60% of funds have to be used for scholarships

- Art Works
    - At the initial stage of considering. Plans for personnel have not yet been discussed

- Title V – Developing Hispanic Serving Institutions Grant
    - This grant has been highlighted by both campus through an intent to apply. However, the RFA is not out yet, and it is too soon to determine personnel plans.

Roles and Activities of the Tech Quest Apprenticeship Expansion Consortium

Activities to be performed by the Lead Institute for Higher Education
Lead IHE will serve as the grantee and point of contact, manage drawdown of funds from the HHS - Payment Management System based on actual expenditures internally and those paid to Tech Quest Consortium members or outside vendors.
Ensure sustained fiscal integrity and accountability. All expenditures must be allowable, allocable, and reasonable.
Request any needed grant amendments as programmatic or budgetary needs may change.
Maintain proper programmatic and accounting records and adequate documentation. Any Lead IHE data that contains Personally Identifiable Information will remain secure and un-accessed by TQ Consortium members. IHE Lead will work with the Administrative Entity to add or integrate a Tech Quest student-id to their systems as needed. Integration will be defined during program ramp up.
Submit technical (programmatic) and financial quarterly reports to the USDOL-ETA.
Ensure technical assistance is provided to sub-recipients regarding fiscal issues.
Oversee all programmatic activities through joint access to a real-time work-based-learning platform provided by the Sponsor (Virtual Employment Readiness Assistant – VERA - Work module)
Conduct financial monitoring of all sub-recipients.
Ensure independent audit of all employment and training programs.
Coordinate with a national evaluator is asked by DOL and compliantly close out the grant with DOL
Compliantly close out the grant with DOL

Activities to be performed by Institutes for Higher Education
One IHE will serve as the Lead Fiscal Agent
Consult with the apprenticeship programs to define curriculum and standards of apprenticeship in partnership with business/industry partners
Collaborate on individual training plans with industry and sponsors as needed
Work collaboratively with business/industry members for the Consortium to submit the new Industry Recognized Apprenticeship Program (IRAP) curriculum standards for certification (in addition to the prior Registered Apprenticeships) and designation by the Department of Labor for a new third-party certifier from the private sector.
Provide classroom training to Apprentices when appropriate, or coordinate such training with business or industry specific sources to provide the related instruction on the technical and academic competencies that apply to the job in collaboration with the Business/Industry employers.

these activities would be consultant type work by representatives from the IHE

Activities to be performed by Business
Employ participants, post jobs, define wage progression, training needs and upward career path within each apprenticeship customized to their company's specific needs.
Provide on-the-job training in alignment with each Apprentice's training plan and track/report progress on the job to Sponsor.
Collaborate in developing standards of apprenticeship that defines the training, compensation, progression of new apprenticeships in collaboration with Education and Program Sponsor
Serve on a Program Apprenticeship Committee
Work towards the approval of the new Industry Recognized Apprenticeship Program (IRAP) certification and designation as a new third-party certifier as defined in the recent DOL Training and Employment Notice 3-18 (July 2018 which defines a new simpler type of apprenticeship in addition to the exiting more complex formal Registered Apprenticeships.

						18.130%	1.300%	20.800%	6.200%	1.450%	Health & Welfare		3.630%	0.050%	2.250%		25.510%	
Personnel	Monthly rate	Mths per Year	Annual Salary	%	Salary Amount	STRS	PARS	PERS	OASDHI	MEDI.	Health	Life	Ret. Fd (H & W)	SUI	WCI	Fringe	Total Benefit	TOTAL
Adjunct Faculty, $64.25/hr. x 10.50 LHE x 2 semesters	67.79	10.00	18.00		24,404.40	4,424.52				353.86			885.88	12.20	549.10		6,225.56	30,629.96
Adjunct Faculty (simulation) $61.20/hr. x 100 hrs.	67.79	100.00			6,779.00	1,229.03				98.30			246.08	3.39	152.53		1,729.32	8,508.32
Learning Facilitators, $19.18/hr. x 300 hrs. (Y1)	19.18	300.00			5,754.00		74.80			83.43			208.87	2.88	129.47		499.45	6,253.45
Elva Negrete, Student Services Coordinator, Grade 16-6 +5%L	6,761.17	12.00	81,134.09	43.0%	34,887.66			7,256.63	2,203.02	515.22	7,059.34	79.54	1,289.84	17.77	799.48	645.00	19,865.86	54,753.51

2/21/2019

General Child Care (CCTR) Request for Application (RFA) Fiscal Forms

California Department of Education - Early Learning and Care Division

Worksheet A-4 Full-Day/Full-Year Projected Annual Program Budget

Part 2 - Proposed Budget Plan

Related Reimbursable Expenses

Information Requested	Information to Complete
1) Certificated Salaries (1000)	$ 658,425
2) Classified Salaries (2000)	$ 708,885
3) Employee Benefits (3000)	$ 654,882
4) Books and Supplies (4000)	$ 123,561
5a) Rent/Lease	
5b) Service Contracts	
5c) Nutrition	
5d) Travel	
5e) Other 1	
5f) Other 2	
5 Total) Services and Other Operating Expenses (5000)	$
6) New Equipment (6400) Annual, other than Start-Up	$ 80,573
7) Equipment Replacement (6500) Annual, Other than Start-Up	
8) Depreciation or Use Allowance	
9) Indirect Cost	
10) Other	
11) Budget Total (Auto-calculates based on above)	$ 2,226,326
12) Total Administrative Costs included above (includes "Indirect Cost"). (Total Administrative Costs, including "Indirect Cost," are limited to 15 percent of the total contract).	

*NOTE: Complete Annual Program Budget Worksheet A-4 (Parts 2 - 5) on Subsequent Pages

Program Staffing Plan
FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.
Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.
Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children
Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count)   Master Teacher (14 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only)   14 FTE
Salary Range (Hourly or Monthly)
Minimum $24.53 hourly

Maximum $30.28 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan
FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

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Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count) Intern (14 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only) 14 FTE
Salary Range (Hourly or Monthly)
Minimum $13.50 hourly

Maximum $15.75 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan
FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count) Student Assistant (16 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only) 16 FTE
Salary Range (Hourly or Monthly)
Minimum $13.00 hourly

Maximum $15.00 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan
FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (A)

Job Title/Number of Employees (head count) Administrative Clerk (1 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only) 1 FTE
Salary Range (Hourly or Monthly)
Minimum $20.90 hourly

Maximum $23.52 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Community-Sources, Data-Driven Improvement to Open, Adaptive Courseware			7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22			
Proposed Budget - Santa Ana College			**Y1**		**Y2**		**Y3**			**TOTAL**
Personnel (salary & fringe)										
Description	**Name**	**Unit**	effort	cost	effort	cost	effort	cost		
Co-PI	Crystal Jenkins	course release	2	34,000	2	34,000	2	34,000		102,000
Use and Improve (SAC)	TBD	stipends		0	1	8,000	2	16,000		24,000
Instructional Technlogist	SAC	salary	20%	20,000	20%	20,000	20%	20,000		60,000
Use and Evaluate (all)	TBD	stipends	5	10,000	10	20,000	20	40,000		70,000
Coordination/Admin	Cherylee Kushida	salary	10%	18,000	10%	18,000	10%	18,000		54,000
		Sub-Total Personnel		**82,000**		**100,000**		**128,000**		**310,000**
Travel										
Project meetings, conference presentations, dissemination efforts. $5,000/yr				5,000		5,000		5,000		
		Sub-Total Travel		**5,000**		**5,000**		**5,000**		**15,000**
Materials and Supplies				0		0		0		
Equipment				0		0		0		
Consultant				0		0		0		
Sub-recipient/Contractor				0		0		0		
CSU - Fullerton				89,425		107,628		138,440		335,493
UC - Berkeley				38,880		38,880		38,880		116,640
Carnegie Mellon University				137,408		102,340		102,340		342,087
Cultural Anthropologist Post-Doc: TBD at CSUF, UCB, or CMU-Silicon Valley campus			1	80,000	1	80,000	1	80,000		240,000
Amazon Web Services	HITTS	10000	0.25	2,500	1	10,000	1	10,000		22,500
Lumen/OLI	enrollment	25	400	10,000	600	15,000	1,000	25,000		50,000
		Sub-Recipient/Contractor Sub-Total		**358,213**		**353,848**		**394,659**		**1,106,721**
Other Direct Costs				0		0		0		
		Total Direct Costs		**445,213**		**458,848**		**527,659**		**1,431,721**
		Indirect Costs (8%) excludes indirect claimed by partners		**14,360**		**16,800**		**19,840**		**51,000**
		Total Costs Per Year		**459,573**		**475,648**		**547,499**		
										1,482,721

Veterans Student Support Services – Santa Ana College (SAC)
Award No. P042A151188-18
Budget Period: 9/1/2018 – 8/31/2019
Proposed Budget
Date: October 1, 2018

BUDGET NARRATIVE – YEAR 4				
1. PERSONNEL	**Rate**	**% Time**	**Mths./Wks.**	**Total**
Project Director *(50/50 split between Vets-SSS and Veterans Upward Bound Program)*	$7,671/month	1 FTE @ 50%	12 months	$46,026
Student Services Coordinator	$6,294/month	1 FTE @ 6%	12 months	$4,532
Student Program Specialist	$3,736/month	0.475 FTE	12 months	$21,294
Senior Clerk	$3,429/month	0.475 FTE	12 months	$19,543
(2) Instructional Assistants*	$17.58/hour	19 hours/week	44 weeks	$29,400
Adjunct Counselor*	$58.90/hour	11 hours./week	52 weeks	$33,693
Adjunct Instructor	$55.21/hour	6 hours/week	18 weeks	$5,962
TOTAL PERSONNEL				**$160,450**

2. FRINGE BENEFITS		
Project Director	31.642% rate, plus health insurance and fringe	$27,596
Student Program Coordinator	31.642% rate, plus health insurance and fringe	$2,955
Student Program Specialist	8.68% rate	$1,848
Senior Clerk	8.68% rate	$1,696
Instructional Assistants	8.68% rate	$2,552
Adjunct Counselor	23.66% rate	$7,971
Adjunct Instructor	23.66% rate	$1,411
TOTAL FRINGE BENEFITS		**$46,029**

31.642% rate: PERS 18.062%, OASDHI 6.2%, Medicare 1.45%, Retiree Fund 3.63%, SUI 0.05%, and WCI 2.25%. Project Director and Coordinator also receive health & welfare (max. $26,974/year) and fringe benefit (range $1,500 - $3,320/year).
8.68% rate: PARS 1.3%, Medicare 1.45%, Retiree Fund 3.63%, SUI 0.05%, and WCI 2.25%.
23.66% rate: STRS 16.28%, Medicare 1.45%, Ret. Fund 3.63%, SUI 0.05%, and WCI 2.25%.

3. TRAVEL	
a) (Out-of-State) SSS-Vets Project Director Travel: <u>National Conference</u>: Council for Opportunity in Education (COE): includes roundtrip airfare & ground transportation $750; hotel for 4 nights @ $300/night = $1,200; per diem 4 days @ $57/day = $228; conference fee of $875, other costs $47 = $3,100 In addition, attending three ticketed events (two dinners @ $200/each and one lunch @ $135/each = $535	$3,635
b) TRIO professional development training: Registration fee $150, mileage rate $0.535/mile x 40 miles = $21; lunch $19; parking $10 = $200	$200
TOTAL TRAVEL	**$3,835**

Veterans Student Support Services – Santa Ana College (SAC) Award No. P042A151188-18 Budget Period: 9/1/2018 – 8/31/2019 Proposed Budget Date: October 1, 2018	
BUDGET NARRATIVE – YEAR 4	
4. ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	
a) Student travel/cultural event: Appx. 40 SSS-Vets students to attend a cultural event: entrance fee $25.00/each x 40 students	$1,000
TOTAL ACTIVITIES/TRAVEL STUDENT	**$1,000**
5. SUPPLIES	
a) SSS-Vets program supplies: paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, markers, flip charts, easels, program banner, recruitment materials, etc. $77.25/mth. x 12 mths.	$927
TOTAL SUPPLIES	**$927**
6. EQUIPMENT *(per unit cost ≥ $5,000)*	
TOTAL EQUIPMENT	**$0**
7. CONTRACTUAL	
TOTAL CONTRACTUAL	**$0**
8. OTHER	
a) Hospitality, food and food services associated with Vets-SSS program meetings or workshops for participants, campus visits for participants and their families, and the Vets-SSS program recognition ceremony.	$700
b) Bridge Program designed to assist Vets-SSS program participants with time management, test taking, note taking, soft skills development, and personal development. This is a one-week program hosted at Santa Ana College.	$2,000
TOTAL OTHER	**$2,700**
9. TOTAL DIRECT COSTS	**$214,941**
10. INDIRECT COSTS (8% exclude grant aid to students)	**$17,195**
11. TRAINING STIPENDS (Grant Aid to Students)	**$10,000**
12. TOTAL COSTS (9., 10., and 11.)	**$242,136**

Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District's Board of Trustees approved salary schedules. All non-personnel items were researched and based on current prices. NOTE: An asterisk (*) next to a line item indicates a relation to the Competitive Priorities.

Estimated Budget for
Reorg Planning Meeting

Student Support Services - Regular Budget Scenario Year 4	
Award Amount:	**242,136**
LaKyshia Perez, Director of Special Programs @ 50% (H-1)	41,705
Helen Kang, Student Services Coordinator @ 100% (15-3)	63,652
Senior Clerk, Vacant (reorg Admin. Clerk) (0.475 FTE) 50%	9,774
(4) Student Assistants x $14.25/hr. x 15 hrs./wk. x 32 wks.	27,360
(3) Instructor stipend @ $500/stipend x 4	6,000
Benefits:	
Director, Special Programs TBD (H-1) (50%)	26,193
Student Services Coordinator (15-3) (100%)	33,766
Senior Clerk, Vacant (0.475 @ 50%)	848
Student Assistants	3,702
Instructor reassigned time	1,420
Conference and Travel	3,200
Supplies	500
Instructional Supplies	1,000
student travel/cultural events buses	2,800
Fees/tickets paid for students	2,280
Total Direct Costs	**$224,200**
8% Indirect	$17,936
Total Costs	**$242,136**
Overbudget by:	**0.00**

Regular Student Support Services Program – Budget Narrative			
1. PERSONNEL	**Rates**	**% Time**	**Total**
SSS Director	$9,365/month x 10 months	50%	$46,826
SSS Director, summer	$463/day x 20 days	100%	9,265
SSS Coordinator	$7,257/month x 12 months	100%	87,089
Instructors	$51.26/hr x 4 hrs/wk x 28 wks	100%	5,741
Senior Clerk (19 hrs/wk)	$1,629/month x 12 months	100%	19,548
Tutors (2)	$17.58/hr x 15 hrs/wk x 28 wks x (2)	100%	14,771
		TOTAL PERSONNEL	**$183,240**
2. FRINGE BENEFITS			
Director and Coordinator: 31.642% rate, plus health insurance and fringe			79,618
Senior Clerk: 31.642% rate; Tutors: 8.680% rate			7,468
Instructor: 23.660% rate			1,358

All salary rates at SAC are a result of collective bargaining. Certificated/Faculty salaries are determined by degrees attained and years of service. All other salaries are determined by classification specifications based on the duties and responsibilities of the position.

- *Full-time personnel benefits* include health & welfare (max $27,589.54/yr), other fringe benefits range $1,500-$3,300 and all positions include the following based on FY 2018/19: 18.062% (retirement), 6.2% (OASDI), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 31.642%
- *Faculty/Counselor:* 16.280% (retirement), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 23.660%
- *Tutor:* 1.30% (retirement), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 8.680%

		TOTAL FRINGE BENEFITS	**$88,444**
3. TRAVEL			
National Conference – Council for Opportunity in Education (COE), Director: Registration Fee - $800; Airfare & Ground Transportation - $700; Hotel for 4 nights at $300/night = $1,200; Per Diem for 5 days at $69/day = $345 = $3,045 (50%)			2,717
Regional Conference – Western Association of Educational Opportunity Personnel (WESTOP), Director: Registration Fee - $550; Airfare & Ground Transportation - $434; Hotel for 4 nights at $265/night = $1,060; Per Diem for 5 days at $69/day = $345 = $2,389 (50%)			
		TOTAL TRAVEL	**$2,717**
4. EQUIPMENT – not applicable			**$0**
5. SUPPLIES			
Supplies for Student and Program: file folders, toner, colored paper, labels, clipboards, table tents, markers, flip charts, easels, poster board, USB, and etc. (approximately $80/month x 12 months)			1,000
		TOTAL SUPPLIES	**$1,000**
6. Contractual - not applicable			**$0**
7. Construction – not applicable			**$0**

8. OTHER	
a) Maintenance contract – equipment	500
b) Excess copies/reproduction	350
c) TB Testing/Background check	300
d) Refreshments for programs meetings and ceremony – 4 meetings at $50/each and one SSS Graduation Ceremony for 75	1,000
TOTAL OTHER	**$2,150**
9. TOTAL DIRECT COSTS	**$277,551**
TOTAL Modified Direct Costs (excludes 4)	**277,551**
10. INDIRECT COST RATE (8% of Modified Direct Costs)	**$22,204**
11. TRAINING STIPENDS (Grant aid to students)	**$22,000**
12. TOTAL PROGRAM COSTS (sum of line 9. 10. and 11.)	**$321,755**