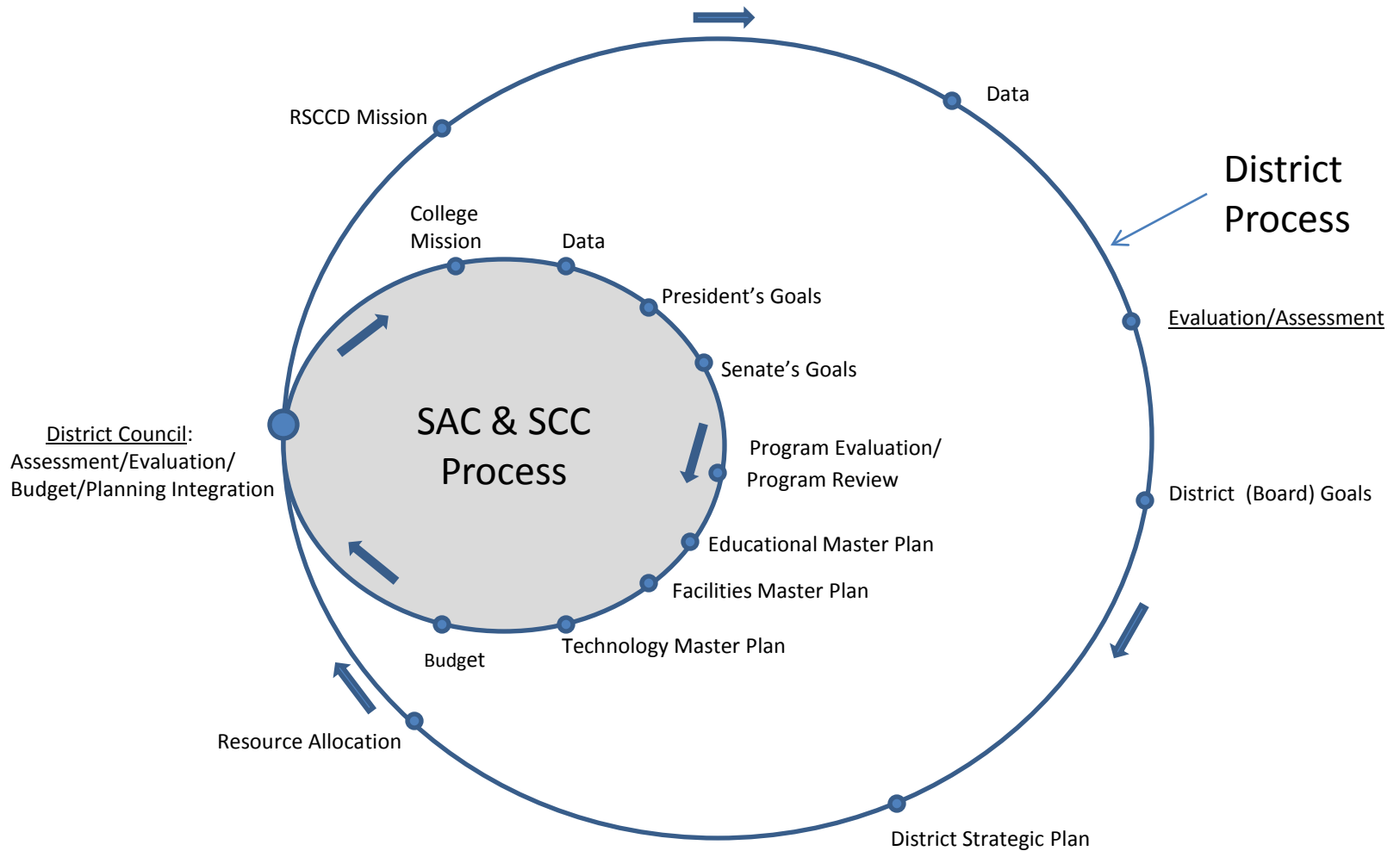


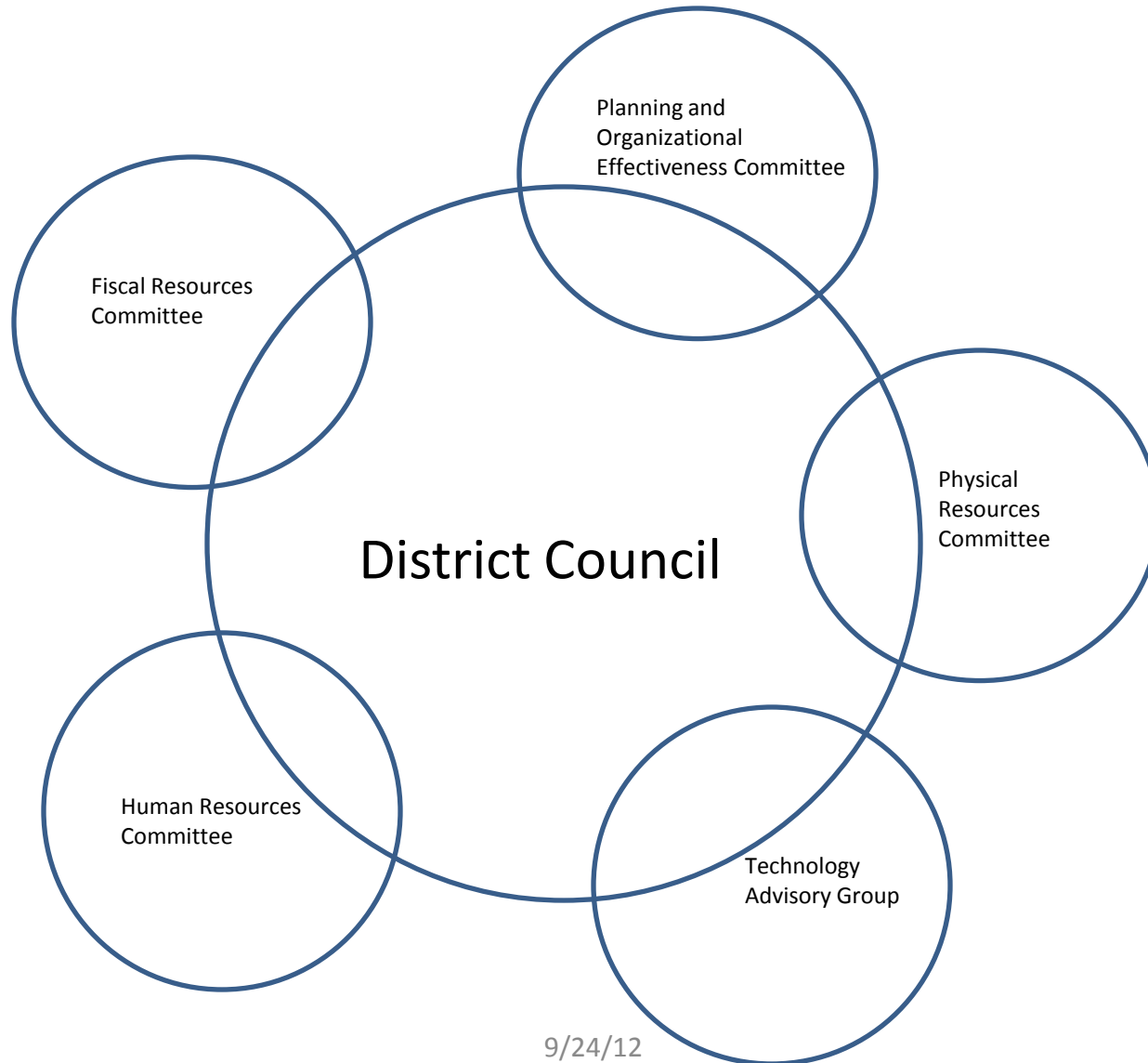
# RSCCD

## Revised District and College Governance Structure

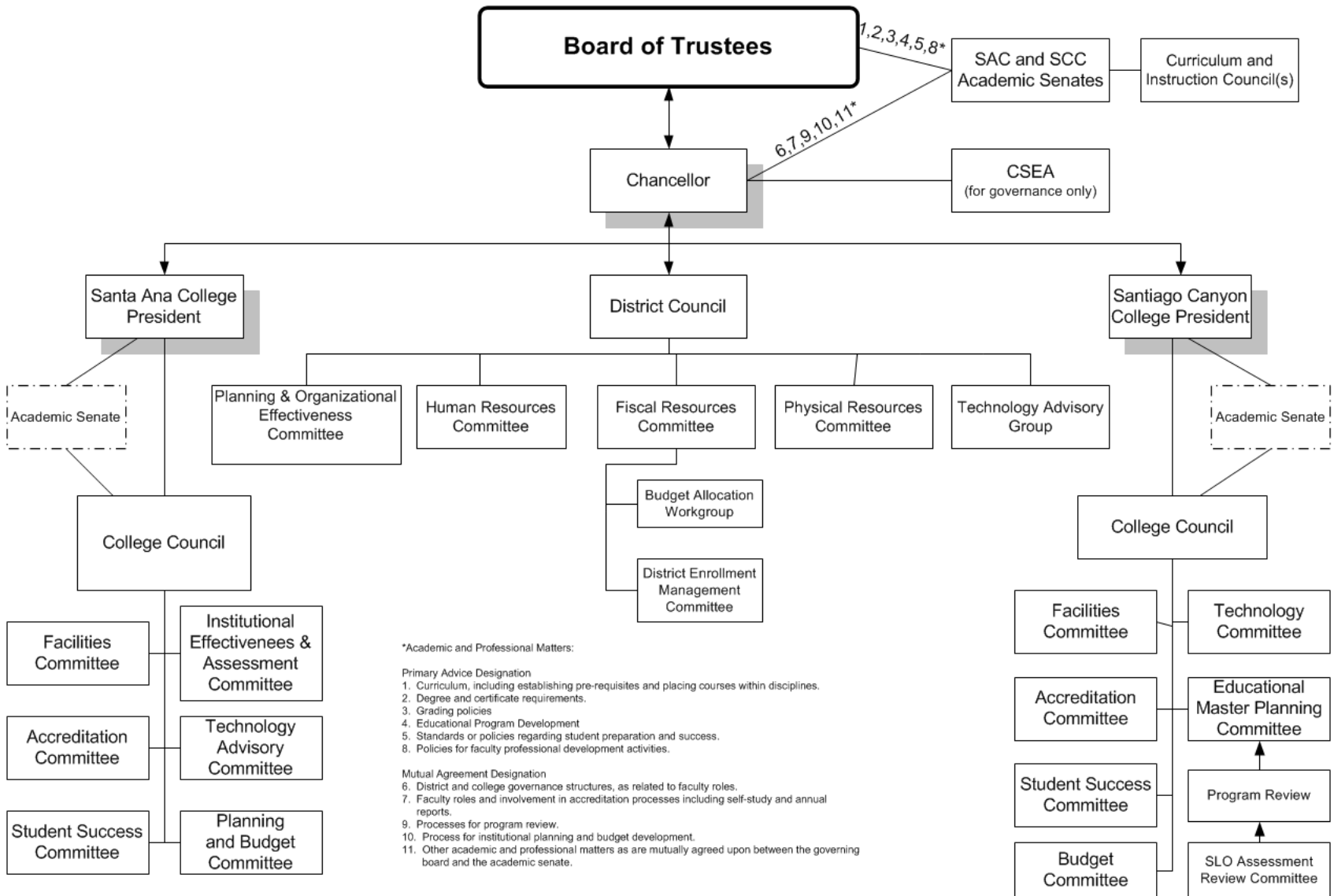
# RSCCD Planning Design



# RSCCD Planning/Budgeting Integration



# DISTRICT AND COLLEGE PARTICIPATORY GOVERNANCE



**\*Academic and Professional Matters:**

**Primary Advice Designation**

1. Curriculum, including establishing pre-requisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies
4. Educational Program Development
5. Standards or policies regarding student preparation and success.
8. Policies for faculty professional development activities.

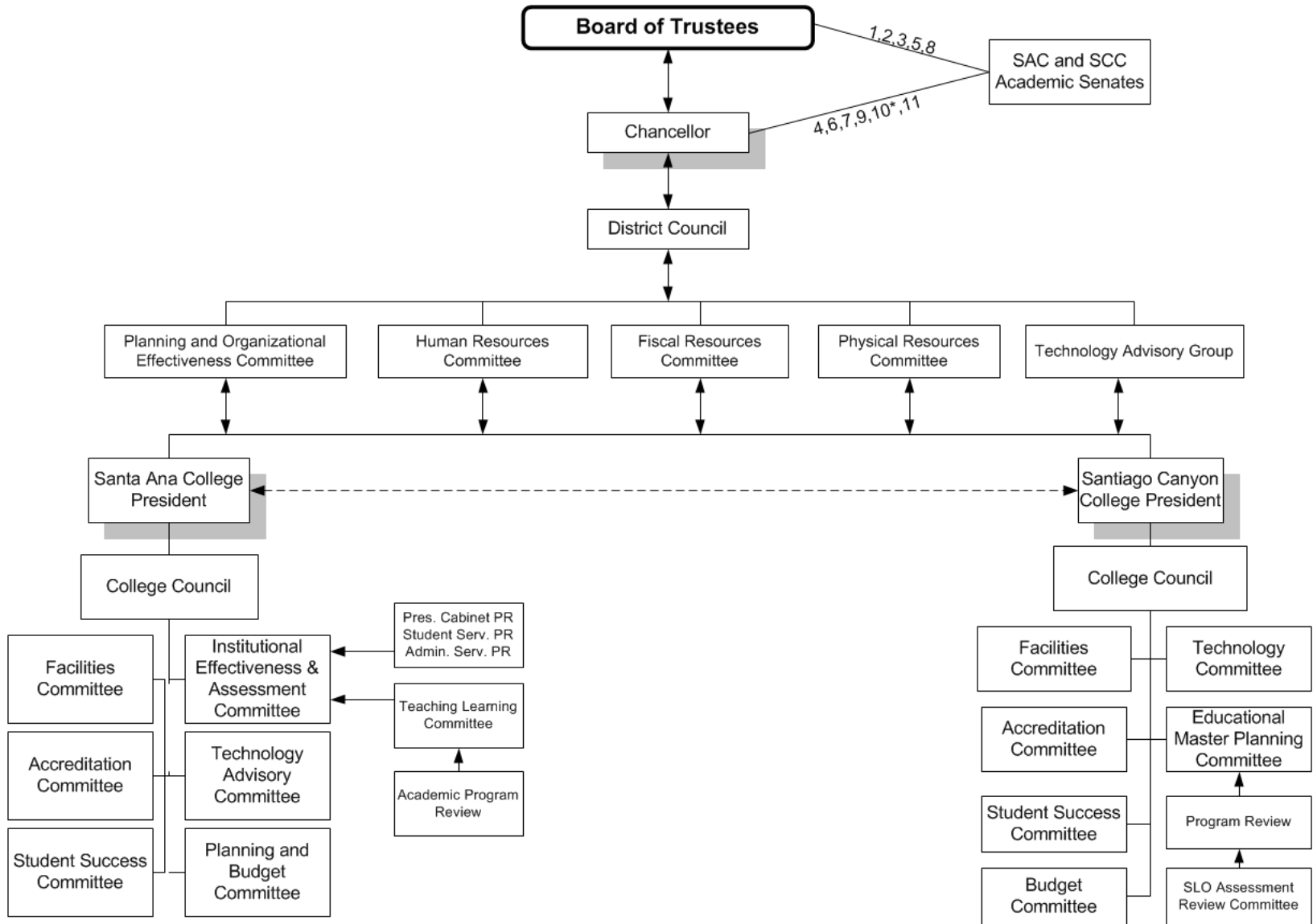
**Mutual Agreement Designation**

6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes including self-study and annual reports.
9. Processes for program review.
10. Process for institutional planning and budget development.
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

ASG: student representatives participate on councils and committees throughout the structure

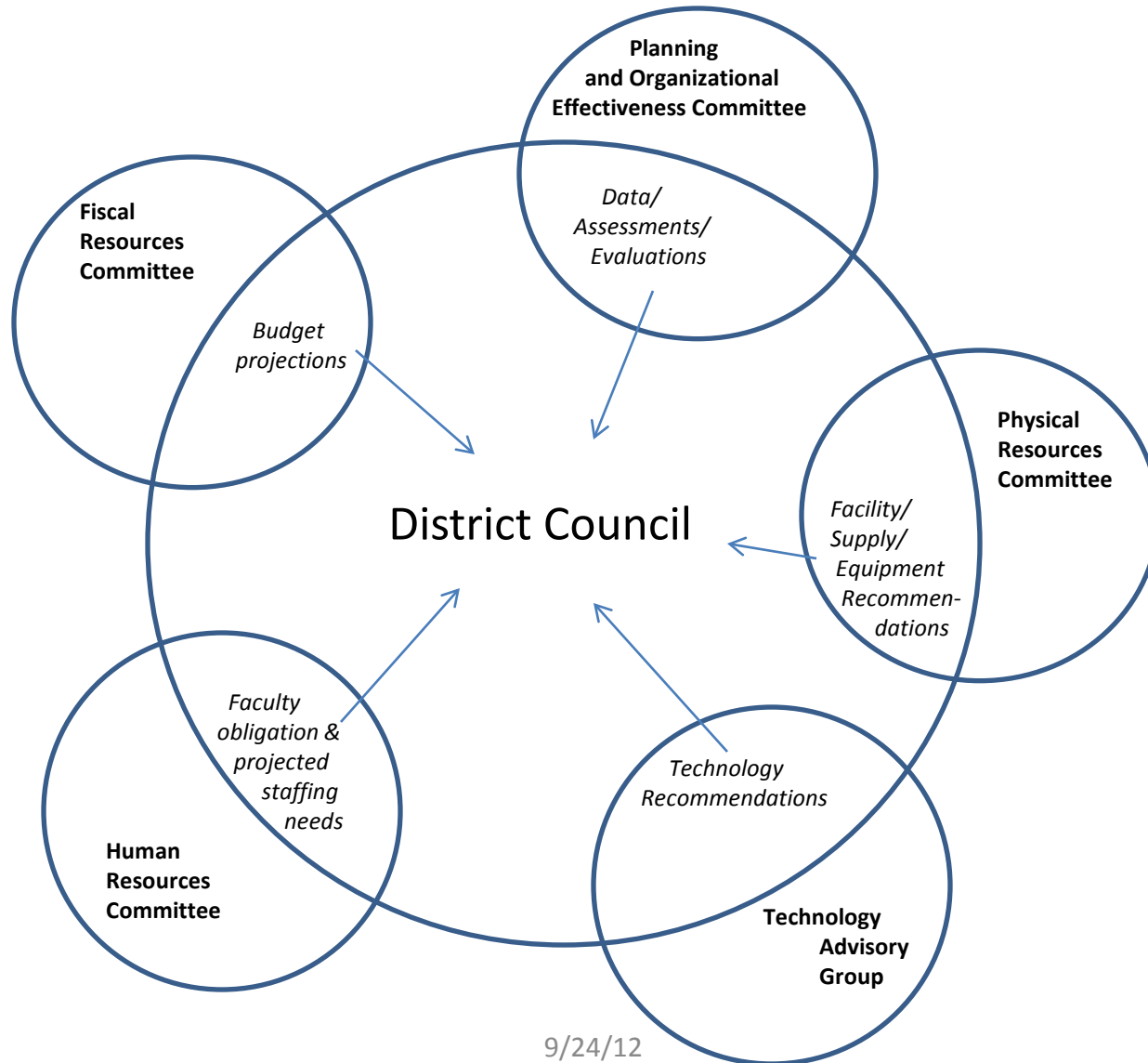
Adopted September 24, 2012

Rancho Santiago Community College District  
**DISTRICT AND COLLEGE PARTICIPATORY GOVERNANCE**  
**Planning-Budget Processes**



Adopted September 24, 2012

# RSCCD Planning/Budgeting Integration



# Resource Allocation/Planning Cycle

- January -- Governor releases proposed budget
- February – Board of Trustees conducts annual planning meeting
- April – Planning committees provide recommendations to District Council for consideration during development of tentative budget
  - Fiscal Resources Committee: current year budget projections and budget assumptions
  - Human Resources Committee: current staff data and recommendations
  - Physical Resources Committee: facility/supply/equipment recommendations
  - Technology Advisory Group: technology recommendations
- May – Governor releases May revise to proposed budget
- June – Board of Trustees approve Tentative Budget
- July/August – District Council reviews significant changes affecting tentative budget and reviews proposed adopted budget
- September – Board of Trustees approve Adopted Budget
- October – December: Planning and Organizational Effectiveness Committee provides data and assessments to District Council & Board of Trustees in preparation for annual planning meeting
- December – Planning and Organizational Effectiveness Committee provides annual assessment of planning outcomes & resource allocation/planning cycle to District Council
- December/January – District Council recommends adjustments to resource allocation/planning cycle if necessary

# District Council

## **RESPONSIBILITIES:**

- Provides advice to the Chancellor on district issues
- Integrates and coordinates plans, assessments, and recommendations from participatory governance committees
- Ensures the integration of plans and assessments with budget assumptions
- Reviews recommended modifications to resource allocation model
- Evaluates District mission and goals
- Reviews recommended modifications to policies and procedures prior to consideration by Board of Trustees
- Evaluates recommended changes to delineation of College/District functions
- Reviews Board of Trustees agenda

## **MEMBERSHIP:**

- Chancellor's Cabinet
- Academic Senate Presidents
- CSEA President (or designee)
- Student Representatives



# Fiscal Resources Committee

## **RESPONSIBILITIES:**

- Reviews and Evaluates Resource Allocation Model
- Monitors State Budget Development and Recommends Mid-Year Adjustments
- Develops Assumptions for Tentative & Adopted Budgets
- Develops District budget process calendar
- Reviews enrollment management and develops annual FTES targets
- Assesses effective use of financial resources
- Reviews and Evaluates Financial Management Processes

## **MEMBERSHIP:**

- Vice Chancellor, Business Operations & Fiscal Services
- Assistant Vice Chancellor, Fiscal Services
- Need to determine College Representatives

# Planning and Organizational Effectiveness Committee

## **RESPONSIBILITIES:**

- Evaluates District planning processes and serves as a clearing house for district & college planning
- Reviews data for annual Board of Trustees planning activity
- Coordinates accreditation activities between colleges and district
- Assesses effectiveness of District evaluation mechanisms
- Reviews District Strategic Plan
- Reviews delineation of District/College Functions
- Reviews policies and procedures
- Reviews institutional research activities and results
- Reviews resource development initiatives

## **MEMBERSHIP:**

- Executive Vice Chancellor, Human Resources & Educational Services
- Assistant Vice Chancellor, Educational Services
- Director of Research
- District Office classified representative
- 4 SAC and 4 SCC representatives

# Physical Resources Committee

## **RESPONSIBILITIES:**

- Reviews plans related to district physical resources including facilities, equipment, land and other assets
- Assesses the effective use of physical resources
- Reviews:
  - Five-year facilities plan
  - State capital outlay projects
  - Local bond projects
  - Scheduled maintenance plans and activities
  - Hazardous mitigation programs
  - Facility master plans
  - Ancillary costs related to new construction

## **MEMBERSHIP:**

- Vice Chancellor, Business Operations & Fiscal Services
- Assistant Vice Chancellor, Facility Planning & District Construction & Support Services
- Need to determine College Representatives

# Technology Advisory Group

## **RESPONSIBILITIES:**

- Develops and evaluates technology plans
- Assesses the effective use of technology resources
- Develops and evaluates hardware and software standards
- Reviews and evaluates hardware replacement cycle
- Develops recommendations regarding equipment, staffing, and training needs related to the use of technology

## **MEMBERSHIP:**

- Assistant Vice Chancellor, Information Technology Services
- 7 SAC Representatives
- 5 SCC Representatives
- 3 District Office Representatives

# Human Resources Committee

## **RESPONSIBILITIES:**

- Reviews human resources policies and procedures and recommends changes
- Evaluates workplace safety and emergency preparedness plans and procedures
- Evaluates policies and procedures related to employment equity
- Monitors diversity
- Monitors human resources metrics such as:
  - Full-time/Part-time Faculty ratio
  - Full-time Faculty Obligation
  - Classified staffing ratios
  - Turnover ratios and recruitment activities
- Plans and evaluates professional development activities
- Assesses the effective use of human resources

## **MEMBERSHIP:**

- Executive Vice Chancellor, Human Resources & Educational Services
- Assistant Vice Chancellor, Human Resources
- Payroll Manager
- 3 SAC and 3 SCC representatives