

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway, Santa Ana, California 92706
Office: (714) 480-7489 Fax: (714) 796-3937
Planning and Organizational Effectiveness Committee
Decision Room – #340
3:30 p.m. – 5:00 p.m.

Meeting Minutes for March 26, 2014

Present: John Didion, Bonnie Jaros, Nga Pham, Aaron Voelcker, Corinna Evett, John Zarske, Enrique Perez, Aracely Mora, Linda Rose, Rudy Tjiptahadi and Alex Taber

Absent: Ray Hicks, Elliott Jones

The meeting was called to order by Mr. Didion at 3:34 p.m.

Minutes

Mr. Didion called for a motion to approve the Planning & Organizational Effectiveness minutes of March 26, 2014. It was moved by Linda Rose, seconded by Corinna Evett and carried unanimously to approve the minutes.

Final Draft of Function Map (Bonnie, Nga, Aaron)

The committee did a final review of the Function Map. The following edits will be made to the document prior to forwarding to District Council:

- Page 1, Area 1 Instructional Programs, 2nd column under District, at last sentence insert “developed and” after “may be”
- Page 15, Area 15 Fiscal & Administrative Services, ITS-Academic Support, 3rd bullet, change verbiage to be the same as Santa Ana College bullet
- Page 16, Area 4 Fiscal & Administrative Services, 2nd column under District, last bullet, spell out acronym “PAP” and do the same for the remainder of the document where PAP appears
- Page 17, Area 4 Fiscal & Administrative Services, 3rd column, Santa Ana College and 4th column Santiago Canyon College, 1st bullet, insert “evaluate” after “Review”
- Page 23, Area 5 Educational Services, 3rd bullet, insert “academic and student support services” after “Provide”
- Page 26, Area 7 Public Affairs & Publications, 3rd column, Santa Ana College and 4th column Santiago Canyon College, 1st bullet, strike out “District” throughout these two sections, strike out “tactics”
- Acronyms throughout the document will be placed in parenthesis

A motion was made to approve the final version as corrected. It was moved by Nga Pham, seconded by Bonnie Jaros and carried unanimously to approve the final version of the Function Map.

After District Council's review and approval, the Function Map will be posted on the web. A motion was made to approve the Resource Augmentation Request Process Flowchart, which aligns more closely to the Planning Design Manual. It was moved by Corinna Evett seconded by Aracely Mora and carried unanimously to approve the Resource Augmentation Request Process Flowchart.

Review District Planning Portfolio Review Rubric (Bonnie, Nga, Aaron)

As an example in developing a Rubric that will function for the POE committee, a Rubric that the Planning Institutional Effectiveness Committee developed at Santiago Canyon College and will be using in their committee, was reviewed by the POE committee along with two different versions of a Resource Augmentation Request Process Flowchart. Based on the discussion and comments from the committee, John Didion will redo the Rubric and send out a revised electronic version for review and comments to the POE committee. Once consensus is reached, John Didion will have the district services departments requesting augmentation prepare the resource request forms and get those to the committee to evaluate and prioritize prior to the next meeting on April 23.

Review District Planning Portfolios (John)

Committee will individually review and prioritize portfolios and have them ready for the next meeting.

Grant Development Schedule (Enrique)

Enrique Perez shared with the committee a handout of the latest Resource Development Grant Development Schedule and indicated that a number of grants had been awarded and could be found on pages 2 and 3.

Other

Based on conversation that occurred at District Council, there may be a need to reevaluate the timeline that is in the Planning Design Manual after a full year of the planning cycle has been followed and completed.

Next meeting: April 23, 2014

The meeting was adjourned at 5:05 p.m.

**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.**