

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 May 28, 2014

Present: John Didion, Bonnie Jaros, Ray Hicks, John Zarske, Aracely Mora, Enrique Perez, Nga Pham and Alex Taber

Absent: Linda Rose, Aaron Voelcker, Corinna Evett, Rudy Tjiptahadi and Elliott Jones

Special Guest: Craig Rutan, Academic Senate representative, Santiago Canyon College

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 April 23, 2014. It was moved by Bonnie Jaros, seconded by Ray Hicks and carried unanimously to approve the minutes.

Review and Assess Resource Allocation & District Resource Request Prioritization Process in Planning Design Manual (PDM)

After discussion by the POE committee the following are points that were brought forward:

- Resource Allocation Guidelines (pages 14 & 15 of PDM)
 - the idea of having a rubric is a good one
 - the committee needs to let the units know what the committee is looking for
 - certain things were not disclosed because they didn't know how the committee would be evaluating requests
 - Yes or no on "Replacement Need" column on rubric needs to be evaluated; it should not be a yes or no response
 - Points assigned needs to be defined. How do you pick a number?
 - How does this serve students?
 - How does it fit with college goals, student goals, return on investment?
- Resource Allocation Process/Timeline (pages 16 & 17 of PDM)
 - POE formed a task force to create a timeline relating to the resource allocation process. The goal is to align the district process with the college process.

Due to time constraint the following were deferred to the next POE meeting:

- District Services Planning Portfolio Guidelines (pages 23 – 25 of PDM)
- District Services Administrative Program Review Template
- POE Resource Request Form & Rubric
- POE – District Services Staffing Augmentation Form

Approved: 6/25/14

Grant Development Schedule

A copy of the Grant Development Schedule was reviewed by the committee with no major changes reported by Vice Chancellor Enrique Perez.

Next meeting: June 25, 2014

The meeting was adjourned at 4:55 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.**