



*Building the future through quality education*

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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*

### **A G E N D A**

**Wednesday, May 23, 2018**

**Time: 3:30pm-5:00pm**

**District Office – Santa Ana Room #103**

- I. MINUTES FOR REVIEW AND APPROVAL – April 25, 2018**
- II. STRATEGIC PLAN COMPLETION - Timeline**
- III. DISTRICT OPERATIONS RESOURCE AUGMENTATION REQUEST PROCESS – Flow Chart**
- IV. REVIEW FUNCTION MAPPING & TIMELINE FOR COMPLETION**
- V. 2019-2022 RSCCD STRATEGIC PLAN RETREAT**
- VI. GUIDED PATHWAYS**
- VII. PLANNING UPDATES AT THE COLLEGES**
  - a. Santiago Canyon College
  - b. Santa Ana College
- VIII. GRANT DEVELOPMENT SCHEDULE (Information) - Enrique Perez**
- IX. OTHER**

*NEXT MEETING:*                      **(tentative) Wednesday, June 20, 2018**

**POE COMMITTEE MEMBERS:**

Michael DeCarbo • Dr. Marilyn Flores • Erika Lara • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sean Small • Mark Smith  
Aaron Voelcker • Monica Zarske

**RSCCD Comprehensive Master Plan 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.**



## 2016-2019 RSCCD Strategic Plan Timeline for Completions

### May 23, 2018

- POE assigns workgroup to facilitate gathering of data/information with SAC/SCC/DO and oversees the completion of the final report.

### January - March 2019

- Workgroup works with college/district staff to gather data/information that supports the strategic objectives

### April 2019

- Workgroup drafts report
- Workgroup reviews/recommends which objectives are completed, need refinement and carried to 2019-2022 Strategic Plan, or should be deleted.
- POE reviews and refines draft report and recommendations to the draft report
- POE plans retreat to create 2019-2022 RSCCD Strategic Plan (*pending fall or spring retreat*)

### May 2019

- District Council reviews/approves comments/recommendations to the draft report
- Workgroup edits the draft report
- POE plans the presentation to Board of Trustees

### September 2019

- Staff works on the presentation to Board of Trustees
- POE plans retreat to create 2019-2022 RSCCD Strategic Plan (*pending fall or spring retreat*)
- Publish final report

### October 2019

- Update to the Board of Trustees:
  - Results of the 2016-19 RSCCD Strategic Plan
  - Introduction to the 2019-22 RSCCD Strategic Plan
- Send final report to college/district community



## RSCCD Functions/Mapping of Responsibilities May 2018

This is **NOT** a comprehensive document of functions/mapping of responsibilities for the Rancho Santiago Community College District. It encompasses only those functions that require a clear distinction between the District and the colleges. Functions that exist solely at the District or at the colleges are not included.

Area 1: Instructional Programs			
Function	District	Santa Ana College	Santiago Canyon College
<b>Program/course development</b>	<ul style="list-style-type: none"> <li>Board of Trustees has final approval of all new program/course curriculums. The District provides supporting research necessary to develop new programs such as labor market analysis and demographics of the community. Contract education may be developed and offered by the District if the colleges decline the opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process.</li> </ul>	<ul style="list-style-type: none"> <li>Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process.</li> </ul>
<b>Course scheduling</b>			
<b>Program review</b>			

## Area 2: Student Services

Function	District	Santa Ana College	Santiago Canyon College
<b>Admissions</b>	<ul style="list-style-type: none"> <li>Contribute enrollment information for the comprehensive enrollment management reports.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute enrollment information for the comprehensive enrollment management reports ensuring compliance with relevant sections of the Education Code and Title 5.</li> <li>Ensure application and student enrollment data is complete, correct, determine residency, and enforce CAP status, MIS Data Element accuracy.</li> <li>Oversee implementation of state and local academic policies as related to enrollment services processing and infrastructure monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>Provide oversight for enrollment data used in-state reporting: MIS and 320. Maintains accuracy of data for MIS reporting.</li> <li>Maintain auditable applications, registration, attendance and apportionment files for the annual audit review.</li> <li>Ensure compliance with relevant sections of the Education Code and Title 5</li> <li>Review and suggest updates to Board Policies and Administrative Regulations.</li> </ul>
<b>Records</b>			
<b>Outreach</b>			
<b>International Students</b>			
<b>Financial Aid</b>			
<b>Community Services</b>			
<b>Health Services</b>			
<b>Student Life and Leadership</b>			

### Area 3: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Manage employee recruitment activities and oversee selection processes.</li> <li>• Review minimum qualifications/equivalency determinations for all assignments.</li> <li>• Train EEO Monitors, monitor screening committee membership, applicant pool diversity, orient screening committee, review screening criteria and interview questions.</li> <li>• Conduct prescreening testing.</li> <li>• Make employment offers and determine salary placement</li> <li>• Process applicant for employment.</li> <li>• Conduct new employee orientations.</li> <li>• Investigate complaints of illegal discrimination and sexual harassment</li> <li>• Manage Unemployment Insurance claims</li> <li>• Maintain official personnel files and records</li> <li>• Monitor all employee assignments for compliance with relevant contractual provisions, statutes and regulations</li> <li>• Manage assignment, classification, compensation, leaves, reasonable accommodations requests, transfer, layoff, discipline and separation.</li> <li>• Submit personnel actions to Board of Trustees for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit personnel requisition to initiate hiring.</li> <li>• Formulate selection committee using hiring procedures.</li> <li>• Establish selection criteria/interview questions.</li> <li>• Conduct paper screening, interviews, and reference checks.</li> <li>• Recommend finalist.</li> <li>• Select candidate.</li> <li>• Submit status change to human resources to hire.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit personnel requisition to initiate hiring.</li> <li>• Formulate selection committee using hiring procedures.</li> <li>• Establish selection criteria/interview questions.</li> <li>• Conduct paper screening, interviews, and reference checks.</li> <li>• Recommend finalists.</li> <li>• Select candidate.</li> <li>• Submit status change to human resources to hire.</li> </ul>
<b>Employer-Employee Relations</b>			
<b>Risk Management</b>			
<b>Benefits</b>			

## Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<b>Bookstores</b>	<ul style="list-style-type: none"> <li>Initiate capital projects and building improvements to enhance and expand existing facilities in response to the expanding needs of the District.</li> </ul>	<ul style="list-style-type: none"> <li>Provide educational tools to serve students and staff including textbooks, course supplies and office supplies.</li> <li>Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction.</li> <li>Conduct year-round buy back of used books.</li> <li>Purchase supplies and emblematic clothing and soft goods to meet the needs of students and the college community.</li> <li>Order announcements and graduation attire.</li> <li>Maintain bookstore accounts receivable records for special programs (EOPS, Department of Rehabilitation, Scholarships, Veterans and Associated Student Government).</li> <li>Operate and maintain convenience store and vending machines.</li> </ul>	<ul style="list-style-type: none"> <li>Provide educational tools to serve the students and staff including textbooks, course supplies and office supplies.</li> <li>Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction.</li> <li>Conduct year-round buy back of used books.</li> <li>Purchase supplies and emblematic clothing and soft goods to meet the needs of students and the college community.</li> <li>Order announcements and graduation attire.</li> <li>Maintain bookstore accounts receivable records for special programs (EOPS, Department of Rehabilitation, Scholarships, Veterans and Associated Student Government).</li> <li>Operate and maintain convenience store and vending machines.</li> </ul>
<b>Food Services</b>			
<b>Cashier's Offices</b>			
<b>Student Business Office</b>			
<b>Contracts</b>			
<b>Facilities Planning and District Support Services</b>			
<b>Foundations</b>			
<b>Facilities and Grounds Maintenance</b>			
<b>Budget</b>			

**Area 4: Fiscal & Administrative Services**

Function	District	Santa Ana College	Santiago Canyon College
Facilities and Grounds Maintenance			
Budget			
Enrollment Management			
Fiscal Services			
Accounting			
Payroll			
Electronic Financial System Management			
Accounts Payable			
ITS - Academic Support			
ITS - Application Systems			
ITS - Network Administration			
Website			



**Area 4: Fiscal & Administrative Services**

Function	District	Santa Ana College	Santiago Canyon College
Intranet			
Internal Auditing			
Purchasing			
Warehouse & Inventory Control			
Safety & Security			
Mail Services			
College Advancement			
Transportation			
Facilities Usage			

**Area 5: Educational Services**

<b>Function</b>	<b>District</b>	<b>Santa Ana College</b>	<b>Santiago Canyon College</b>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Manage the revision and development of new board policies and administrative regulations with appropriate staff.</li> <li>• Provide liaison with CCLC policy subscription service</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested.</li> <li>• Identify needed revisions, as appropriate.</li> <li>• Ensure faculty and staff awareness of Board Policies and Administrative Regulations.</li> <li>• Ensure compliance with Board Policies and Administrative Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested.</li> <li>• Identify needed revisions, as appropriate.</li> <li>• Ensure faculty and staff awareness of Board Policies and Administrative Regulations.</li> <li>• Ensure compliance with Board Policies and Administrative Regulations.</li> </ul>
<b>Planning</b>			
<b>Resource Development/Grants</b>			
<b>Economic and Workforce Development</b>			
<b>Research</b>			
<b>Child Development Services &amp; Centers</b>			
<b>Digital Media Center (DMC)</b>			

**Area 5: Educational Services**

<b>Function</b>	<b>District</b>	<b>Santa Ana College</b>	<b>Santiago Canyon College</b>
<b>Community Relations</b>			
<b>Governmental Relations</b>			
<b>Marketing</b>			
<b>Media Relations</b>			
<b>Publications/Graphic Communication/ Electronic Media</b>			

## Area 6: Governance

Function	District	Santa Ana College	Santiago Canyon College
<b>Board of Trustees</b>	<ul style="list-style-type: none"> <li>• Delegate authority to the Chancellor for district.</li> <li>• Oversight of District as a whole with regards to accreditation.</li> <li>• Maintain self-evaluation policy and follow through.</li> <li>• Establish structure and create policies related to governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Assure the implementation of all Board Policies and Administrative Regulations related to college functions and support their updating as appropriate to changes in policy and practice.</li> <li>• Actively participate in Board of Trustees meetings and in other topical Board development presentations and workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Assure the implementation of all Board Policies and Administrative Regulations related to college functions and support their updating as appropriate to changes in policy and practice.</li> <li>• Actively participate in Board of Trustees meetings and in other topical Board development presentations and workshops.</li> </ul>
<b>Academic Senates</b>			
<b>ASB/ASG</b>			



## **Functions/Mapping of Responsibilities Update Fall 2018 Timeline to Completion**

### **May 23, 2018**

- POE reviews list of functions to be included for consideration
- POE assigns functions to appropriate Vice Presidents/Vice Chancellors.
- POE forms workgroup to oversee project

### **June 2018**

- POE co-chairs send email to Vice Presidents and Vice Chancellors detailing the review process, timeline, etc.
- Vice Presidents/Vice Chancellors delegate review of functions and responsibilities to appropriate staff

### **August 2018**

- Staff submits updates of functions and responsibilities back to Vice Presidents/Vice Chancellors.

### **September 2018**

- Vice Presidents/Vice Chancellors review draft with President's/Chancellor's Cabinet
- Presidents/Chancellor forward colleges'/district's edits to POE

### **October 2018**

- POE workgroup reviews and combines colleges' and district operation's updates into single document
- POE committee reviews and approves updated document
- POE submits to District Council (DC) for review

### **November 2018**

- DC reviews and approves updated RSCCD Functions/Mapping of Responsibilities

### **December 2018**

- DC distributes updated RSCCD Functions/Mapping of Responsibilities to district/college community



## 2019-2022 RSCCD Strategic Plan Retreat Fall 2018 Retreat Timeline

### May 23, 2018

- POE plans retreat (agenda, location, timeline, resources, participants, etc.)
- POE forms workgroup to oversee:
  - the planning of retreat to create the 2019-22 RSCCD Strategic Plan
  - the alignment of district goals/objectives to that of the colleges' goals/objectives,
  - the updates of RSCCD Functions/Mapping of Responsibilities document
  - the environmental scan (internal and external)

### June - August 2018

- POE workgroup completes alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' current goals and objectives

### June - September 2018

- District Research Department works on environmental scan
- POE workgroup gathers data to support 2016-19 strategic objectives
- Colleges/District updates RSCCD Functions/Mapping of Responsibilities (to include approval of presidents' cabinets, chancellor's cabinet)

### October 2018

- POE workgroup edits colleges and the district updates for the RSCCD Functions/Mapping of Responsibilities document
- POE committee reviews/approves:
  - the alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' goals and objectives
  - the updated RSCCD Functions/Mapping of Responsibilities
- District Council reviews/approves the updated RSCCD Functions/Mapping of Responsibilities
- District Research Department completes environmental scan
- POE committee reviews/approves data to support 2016-19 strategic objectives (**whatever is available as of October 2018**)
- POE workgroup plans retreat (agenda, presentation, consultant/facilitator, location, etc.)

### November 2018 - RETREAT

- Purpose of retreat
- Review the plan to plan
- Review functions/mapping of responsibilities
- Review environmental scan
- Review alignment of 2016-19 strategic plan to colleges' goals and objectives for gaps
- Plan 2019-22 RSCCD strategic plan
  - Check alignment and gaps
  - College/DO revise/update strategic plans, as needed



## 2019-2022 RSCCD Strategic Plan Retreat Spring 2019 Retreat Timeline

### May 23, 2018

- POE plans retreat (agenda, location, timeline, resources, participants, etc.)
- POE forms workgroup to oversee:
  - the planning of retreat to create the 2019-22 RSCCD Strategic Plan
  - the alignment of district goals/objectives to that of the colleges' goals/objectives,
  - the updates of RSCCD Functions/Mapping of Responsibilities document
  - the environmental scan (internal and external)

### June - August 2018

- POE workgroup completes alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' current goals and objectives

### June - September 2018

- District Research Department works on environmental scan
- POE workgroup gathers data to support 2016-19 strategic objectives
- College/District updates RSCCD Functions/Mapping of Responsibilities document (to include approval of presidents' cabinets/chancellor's cabinet)

### October 2018

- POE committee reviews/approves:
  - alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' current goals and objectives
  - updated RSCCD Functions/Mapping of Responsibilities updates

### November 2018

- District Council reviews/approves updated RSCCD Functions/Mapping of Responsibilities

### December 2018

- POE committee reviews/approves data to support 2016-19 strategic objectives (**whatever is available as of December 2018**)
- District Research Department completes environmental scan

### January - February 2019

- POE workgroup plans retreat: agenda, presentation, consultant/facilitator, location, etc.

### March 2019 - RETREAT

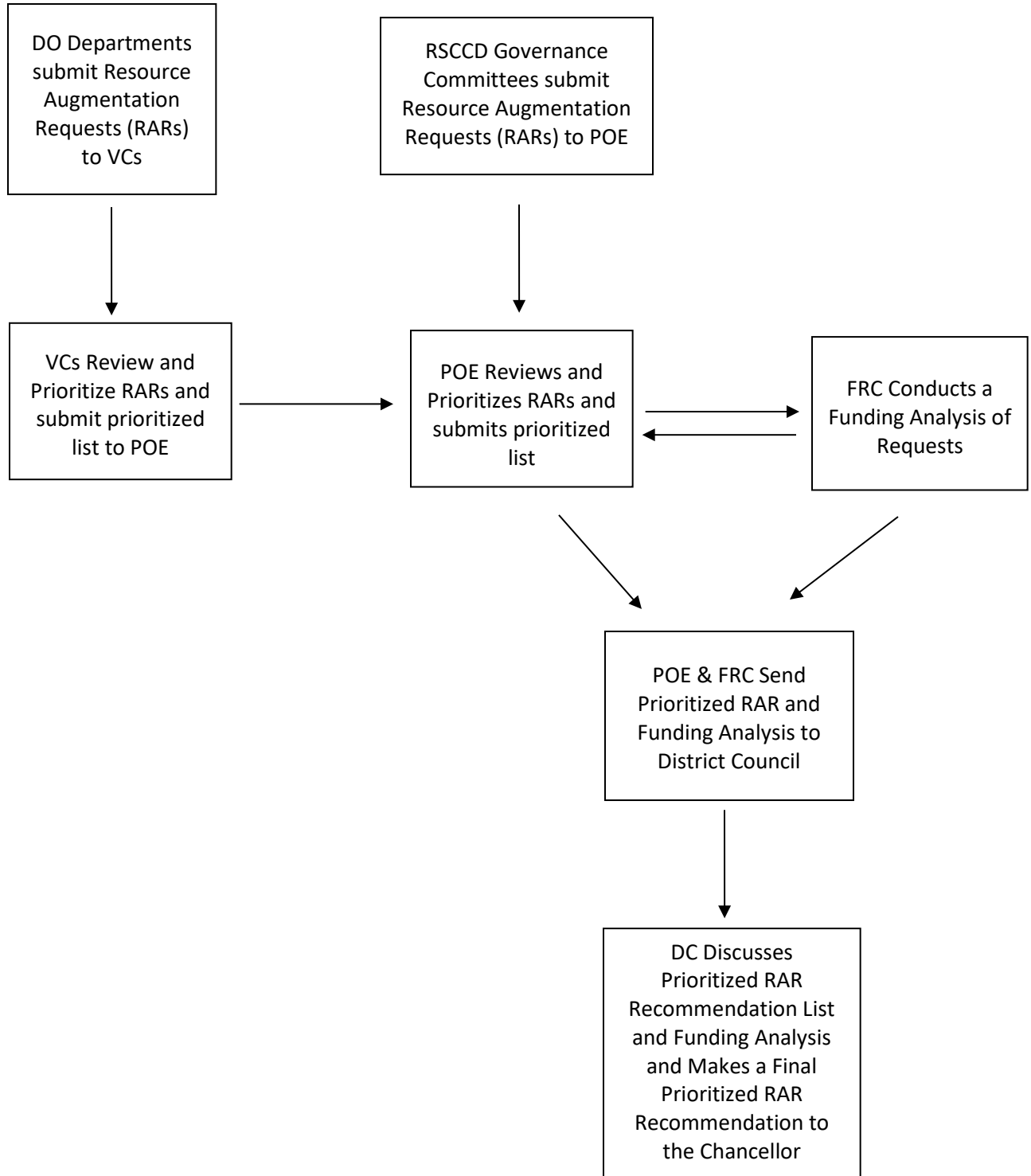
- Purpose of retreat
- Review the plan to plan
- Review functions/mapping of responsibilities
- Review environmental scan
- Review alignment of 2016-19 strategic plan to colleges' goals and objectives for gaps
- Create 2019-22 RSCCD strategic plan
  - Check alignment and gaps
  - Colleges/DO revise/update strategic plans, as needed

## RSCCD Budget Allocation Timeline 2018-2019

July	FRC reviews Governor's Budget and update Budget Assumptions
	DO Departments complete/update planning portfolio
August	FRC reviews and recommends Proposed Adopted Budget
	DO departments submit resource augmentation requests (RAR) to Vice Chancellors
September	Vice Chancellors forward prioritized RAR list to POE
	Governance Committees submits RAR to POE
October	POE reviews all RAR (governance committees and VCs) and forward prioritize list to FRC for funding analysis.
November	LAO Publishes Fiscal Outlook Report
	FRC forward its funding analysis to POE.
December	POE reviews and approves/modifies RAR list. POE submits new prioritize list to DC.
January	FRC reviews Governor's Proposed Budget and Audit Reports
February	DC submits prioritized resource list to FRC for incorporation into the tentative budget
	FRC reviews and recommends tentative budget assumptions and budget calendar
March	FRC reviews and updates Budget Allocation Model (BAM) & Updated Allocation Simulation
April	FRC reviews and updates Budget Allocation Model (BAM)
May	FRC reviews the Governor's May Revise and recommends Tentative Budget
	POE assesses prior year's resource allocation
June	



## DO Resource Augmentation Request Process Flowchart





## Rancho Santiago Community College District Districtwide Resource Augmentation Request Process

