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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, December 17, 2025, 3:30 pm – 5:00 pm

<https://rscdd-edu.zoom.us/j/88439883333> OR dial 1-669-444-9171 / 884 3988 3333#

- I. CALL TO ORDER**
- II. *APPROVAL OF MINUTES – ACTION**
 - a. November 19, 2025, regular meeting
- III. DISTRICT COUNCIL - Information**
 - a. Last meeting: Monday, December 1, 2025
 - b. Next meeting: Monday, January 26, 2026
- IV. *PLANNING MANUAL – Information**
- V. POE CALENDAR ALIGNMENT WITH PLANNING MANUAL – Discussion / Action**
- VI. *DSO REQUESTS FOR RESOURCE ALLOCATIONS (RARs) 2025-2026 – Information / Discussion**
 - a. Business Services: 1) District Safety Officer, Senior Armed
 - b. Educational Services: 1) ITS-Technical Specialist, 2) ITS-Helpdesk Analyst, 3) ITS-Technical Supervisor
 - c. Human Resources: 1) Director
- VII. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – Information / Discussion**
- VIII. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- IX. OTHER**

NEXT MEETING: Wednesday, February 25, 2026

**attachment provided*

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Jannely Garcia • Phillip Hughes • Tara Kubicka-Miller • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

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.

RSCCD Strategic Directions 2024 – 2032

1. Advance the Rancho Santiago Community College District as a proactive and future-focused institution of educational excellence that is equitable, student-centered, and outcomes-focused for the student of today and tomorrow.
2. Forge strategic partnerships to create innovative pathways, ensuring relevance, equity, and quality of life enhancement for students through intentional outreach and collaborative initiatives.
3. Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.
4. Leverage diverse funding streams, provide comprehensive professional development, and support accessible virtual spaces and physical facilities to increase student success in an ever-changing educational environment.

SAC Mission	SCC Mission	DSO Roles and Functions
Santa Ana College inspires, transforms, and empowers a diverse community of learners.	Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth.	Centralized Services District Operations Board / Board Committee Support Regional, State, & External Roles

2024-2032 RSCCD Comprehensive Plan for the District - Board approved June 24, 2024

2025-2026 MEETING SCHEDULE

Location: Zoom or DO-Conference Room TBD

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

**or as noted on agenda*

2025	2026
<i>Wednesday, July 23 (tentative dark-no meeting)</i>	<i>January (dark-no meeting)</i>
Wednesday, August 27	Wednesday, February 25
Wednesday, September 24	Wednesday, March 25
Wednesday, October 22	Wednesday, April 22
Wednesday, November 19 (due to holiday)	Wednesday, May 27
Wednesday, December 17 (due to holiday)	Wednesday, June 24

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

Minutes

Wednesday, November 19, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

Mr. Perez called the meeting to at 3:36 pm.

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Phillip Hughes • Tara Kubicka-Miller • Adam O'Connor • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

Guests: Jesse Gonzalez, Iris Ingram, Dr. Annebelle Nery, and Kristin Olson

II. *APPROVAL OF MINUTES – ACTION

a. October 22, 2025, regular meeting

It was moved by Ms. Kubicka-Miller. Beyersdorf; seconded by Ms. Pham with abstention from Mr. Hughes, to approve the October 22, 2025, minutes. The motion passed.

III. DISTRICT COUNCIL - Information

a. *Last meeting: Monday, November 3, 2025 (cancelled)*

b. Next meeting: Monday, December 1, 2025

IV. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL – ACTION

It was moved by Ms. Pham; seconded by Ms. Coyne to approve the proposed changes to the Planning Design Manual. Discussion ensued.

The motion passed with a friendly amendment to update language to Resource Allocation section, bullet

2. "Chancellor's Cabinet prioritizes recommendations" with the following aye: Dr. Maria Aguilar Beltran

• Matthew Beyersdorf • Claire Coyne • Phillip Hughes • Tara Kubicka-Miller • Adam O'Connor •

Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

V. *DSO REQUESTS FOR RESOURCE ALLOCATIONS (RARs) 2025-2026 – Information / Discussion

a. Business Services: 1) District Safety Officer, Senior Armed

VC Ingram reported on resource request and provided clarity on information shared. The Planning Portfolio file is being finalized, will be added to the request.

b. Educational Services: 1) Public Affairs/Publications-Communications Specialist

Mr. Perez reported he is removing the Communications request from 2025-26 resource requests; plan is to bring the position back at a different date.

b. 2) ITS-Technical Specialist, 3) ITS-Helpdesk Analyst, 4) ITS-Technical Supervisor

Mr. Gonzalez reported on resource requests; clarity was provided on information shared.

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Phillip Hughes • Tara Kubicka-Miller • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Yajaira Velazquez

a. Human Resources: 1) Director

VC Olson reported on the resource request; clarity was provided on information shared.

Next steps. Business Services and Human Resources requests will be brought back and placed on POE's December agenda with Planning Portfolio and Resource Request forms.

Deadline: requests for Resources need to be to Asst. VC O'Connor **by the January 10, 2026, deadline to be included in the tentative budget.**

Ms. Pham will forward RAR's to Asst. VC O'Connor by the January 10, 2026, deadline.

The colleges can provide feedback on RAR's.

Mr. Perez will bring RAR's to Chancellor's Cabinet at a meeting in February to prioritize requests.

VI. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – Information / Discussion

Ms. Coyne provided updates from meeting with the Taskforce and shared screen of flowchart file created related to the BP/AR process. Discussion ensued and clarity was provided on information shared. Importance was made on the need for transparency to the process and providing guidance on where the request for a recommendation starts. Ms. Coyne made note of the request for recommendations also include: 1. Updates from CCLC/State Chancellor's guidance and 2. Brought forward by business owner/cabinet member. Ms. Coyne will seek more input from the Taskforce and will report back to POE.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VIII. OTHER

Next meeting is scheduled for Wednesday, December 17, 2025, at 3:30 pm.

Meeting adjourned at 4:45 pm.

Minutes approved: December 17, 2025

**attachment provided*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT 2024-2032 PLANNING PROCESS MANUAL

Board Approved: February 19, 2013

POE Approved Revision: November 19, 2025

District Council Approved Revision:

District Services and Operations

2323 N. Broadway
Santa Ana, CA 92706
www.rsccd.edu

Santa Ana College

1530 West 17th Street
Santa Ana, CA 92706
www.sac.edu

Santiago Canyon College

8045 East Chapman Avenue
Orange, CA 92869
www.sccollege.edu

RSCCD MISSION STATEMENT

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

TABLE OF CONTENTS

Introduction	2
Overview of the Planning Process	3
RSCCD Planning Committees	5
RSCCD Mission Statement	6
Process for Reviewing the Mission Statement	7
RSCCD Comprehensive Plan	8
Process for Developing the RSCCD Comprehensive Plan	9
Resource Allocation	12
Process for Allocating Resources	14
Plan Implementation	16
Progress Report on the Comprehensive Plan	17
Process for Assessing Progress on RSCCD Strategic Directions	18
Assessment of Planning and Decision-Making Processes	19
Process for Assessing Planning and Decision-Making Processes	20
Appendix 1: Timeline for Key Planning and Assessment Activities	21
Appendix 2: District Services and Operations Planning Portfolio	27
Appendix 2 a: Process for Preparing District Services and Operations Planning Portfolios	30-31
Appendix 2 b: Resource Allocation Request.....	32
Appendix 2 c: Process for Resource Allocation Requests (FLOWCHART).....	33
Appendix 3: District-level Participatory Governance Committees	35



INTRODUCTION

The Rancho Santiago Community College District (RSCCD) 2024-2032 Planning Process Manual is a guide to integrated institutional planning at the district level. The planning processes ensure broad participation in district-level planning and compliance with the Accrediting Commission for Community and Junior Colleges Standards on institutional planning.

The processes described in this manual identify the ways that constituent groups participate in and contribute to student success through district-level long-term and short-term planning. This manual begins with a description of the RSCCD planning process. Following this overview is a description of the purpose, process, and timeline for each component in the planning process.

Santa Ana College (SAC), Santiago Canyon College (SCC), and District Services and Operations (DSO) have independent cycles of integrated planning in which the components are linked to one another, as well as to district-level planning. The college planning processes link to district planning in two ways:

- The RSCCD Strategic Directions are the foundation for planning at SAC, SCC and District Services & Operations (DSO). Each develops site-specific goals, objectives, and action plans that collectively contribute to the achievement of the RSCCD Strategic Directions.
- The annual Progress Report details progress on RSCCD Strategic Directions as well as the SAC, SCC and DSO goals and objectives.

The RSCCD 2024-2032 Planning Process Manual is reviewed annually to maintain credibility as a valuable resource. This annual update prepared by the Planning and Organizational Effectiveness committee (POE) should reflect minor changes, such as in descriptions, timelines, membership, or processes. At any time, substantive changes can be recommended through the governance processes. In addition to this annual review of content, the planning processes described in this manual are evaluated at the end of the planning 8-year cycle. This assessment occurs as part of RSCCD's assessment of its decision-making processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of this manual. Through these two review processes, one completed on an annual basis, and one completed every eight years, this manual is maintained to reflect the inevitable changes in planning processes that are to be expected as part of RSCCD's cycle of continuous quality improvement.



OVERVIEW OF THE PLANNING PROCESS

The RSCCD Planning Process depicts how the components of district-level planning link to one another in a cycle of evaluation, development of goals and objectives, resource allocation, plan implementation, and re-evaluation. The district demonstrates institutional effectiveness and practices a cycle of continuous quality improvement through the systematic and routine implementation of the following planning processes. In this graphic and throughout this manual, RSCCD refers to the entire district collectively as an institution, encompassing the two colleges and the District Services and Operations.

- ▶ The **RSCCD Mission Statement** is the foundation of all planning processes because it describes the intended student population and the services that RSCCD provides to the community.
- ▶ The **RSCCD Comprehensive Plan** is informed by an analysis of effectiveness in which RSCCD compares its current status to the RSCCD Mission Statement (internal scans) and studies projected demographics changes in order to identify challenges and opportunities (external scans).
- ▶ Based on this analysis, the district develops and refines the 8-year **RSCCD Comprehensive Plan**. This plan includes summaries of all institutional plans (educational and facilities master plans), developed by the SAC, SCC, the DSO and the districtwide data. Through the process of developing and refining the comprehensive plan, the district collaboratively develops RSCCD Strategic Directions to describe how it intends to address the identified current and anticipated challenges. As depicted in the RSCCD Planning Process, these RSCCD Strategic Directions are part of the foundation for planning at SAC, SCC and the DSO.
- ▶ Annually, all general funds coming into the district are disbursed to the colleges and District Services and Operations based on formulas that reflect the Student Centered Funding Formula (SCFF). Following that allocation, each college and DSO use independent processes for **Resource Allocation** to ensure that the initiatives identified in their respective plans are appropriately funded to the extent possible.
- ▶ Upon annual resource allocation, the next step in the planning process is **Plan Implementation**, which refers to work by the responsible parties to complete the RSCCD Objectives outlined in the RSCCD Comprehensive Plan.

The components of the planning process summarized in this overview and described in this manual are evaluated on a eight-year cycle along with the evaluation of the collaborative decision-making processes at the district level.

RSCCD DISTRICT-LEVEL PLANNING COMMITTEES

There are six participatory governance committees involved in planning at the district level.

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities including developing planning and budgetary recommendations that are submitted to the Chancellor and Board of Trustees.

The following five district-level participatory governance committees support the work of the District Council:

- ▶ Planning and Organizational Effectiveness
- ▶ Fiscal Resources
- ▶ Human Resources
- ▶ Physical Resources
- ▶ Technology Advisory Group

The responsibilities and membership for each of these committees is described in Appendix 3 of this manual. When necessary, appointing of appropriate designee is allowed.



RSCCD MISSION STATEMENT

The RSCCD Mission Statement is the touchstone for planning processes across the district because it describes the intended student population and the services that RSCCD provides to the community .

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

Approved by the Board of Trustees on June 13, 2022

The cycle for reviewing and possibly revising the district-wide mission statement is every four years.

PROCESS FOR REVIEWING THE MISSION STATEMENT

SEPTEMBER

The Board of Trustees charges the Chancellor with developing and implementing a process for a district-wide review of the RSCCD Mission Statement.

In collaboration with the District Council, the Chancellor distributes a district-wide request asking faculty, staff, and students to suggest changes to the RSCCD Mission Statement along with a justification or rationale for the suggestion.



OCTOBER

The District Council reviews the suggested changes and either recommends reaffirmation of or revisions to the RSCCD Mission Statement. If major revisions are warranted, District Council assigns a workgroup to evaluate the suggested revisions and prepare a single recommended revision to the RSCCD Mission Statement.



NOVEMBER

The District Council solicits feedback district-wide regarding the reaffirmation of or recommended modifications to the RSCCD Mission Statement.



DECEMBER

Based on the feedback, the District Council makes a recommendation to the Chancellor. The recommendation is either an affirmation of the current RSCCD Mission Statement or suggested revisions to the RSCCD Mission Statement.



JANUARY

The Chancellor considers the District Council's recommendation. If approved, the revised or reaffirmed RSCCD Mission Statement is recommended to the Board of Trustees for approval.

If the Chancellor does not approve the recommended reaffirmation of or revision, collaboration and compromise with the District Council continues until approved. Once agreement is reached, the Chancellor recommends the reaffirmed or revised RSCCD Mission Statement to the Board of Trustees for approval.



RSCCD COMPREHENSIVE PLAN

The eight-year RSCCD Comprehensive Plan sets the strategic direction for RSCCD as a whole, including Santa Ana College, Santiago Canyon College, and District Services and Operations. It is one of four plans across the district which include:

- RSCCD Comprehensive Plan (CP) 2024-2032
- Santa Ana College Comprehensive Educational Plan (CEP) 2024-2028
- Santiago Canyon College Comprehensive Educational Plan (CEP) 2024-2032
- District Services and Operations Plan (DSO) 2024-2028

As the RSCCD Comprehensive Plan establishes the Board's direction for the district, "Strategic Directions" are identified in the RSCCD Comprehensive Plan. Goals and objectives to operationalize the districtwide Strategic Directions are included in the colleges' CEPs and DSO Plan.

The process for developing the RSCCD Comprehensive Plan begins with an analysis of current internal and external conditions. These data are the foundation for assessing RSCCD's effectiveness in advancing its mission and for identifying anticipated challenges. These conversations culminate in:

- ▶ The identification of challenges and opportunities that RSCCD is facing or is likely to face in the next eight years;
- ▶ RSCCD Strategic Directions, which articulate how the district intends to address current and anticipated challenges and opportunities; and
- ▶ A plan for the addition or remodeling of facilities and technology infrastructure to support RSCCD's programs and services.

The RSCCD Strategic Directions are collaboratively developed and reviewed through district-wide dialogue. Following this review and dialogue, the District Council recommends the RSCCD Strategic Directions to the Chancellor and the Board of Trustees for approval.

The RSCCD Comprehensive Plan is linked to its mission statement. Assessment of the district's effectiveness in meeting its mission is the first step in the planning process. The RSCCD Comprehensive Plan is central to the overall planning process. The RSCCD Strategic Directions included in this long-term plan are the basis for the RSCCD Objectives in the RSCCD Strategic Plan and progress toward achieving the RSCCD Strategic Directions as described in the annual progress report.

The *Rancho Santiago Community College District 2024-2032 Comprehensive Plan* is the district's current long-term plan. It was developed during the 2023-2024 academic year and presented to the Chancellor and the Board of Trustees for approval in June 2024. This plan includes the identification of current and anticipated challenges and opportunities; RSCCD Strategic Directions; summaries of the colleges' educational plans and facilities master plans; the technology plan for centralized technology needs; and plans for other college and district facilities.



PROCESS FOR DEVELOPING THE NEXT RSCCD COMPREHENSIVE PLAN

APRIL

The Planning and Organizational Effectiveness committee calls for the development of the *Rancho Santiago Community College District 2032 Comprehensive Plan* and develops both a process for preparing the RSCCD Comprehensive Plan, an outline of what should be included in this plan, and a process that will include all district constituencies.



AUGUST – FEBRUARY

The RSCCD Comprehensive Plan is drafted following the process developed by the Planning and Organizational Effectiveness Committee. The first step in the process is an analysis of current internal and external conditions to assess RSCCD's effectiveness in advancing its mission.

To promote broad district-wide participation, the Planning and Organizational Effectiveness committee distributes drafts of the document district-wide for review and comment at multiple points during this period.



MARCH – APRIL

Feedback from these district-wide reviews is integrated into the document to create a final draft of the RSCCD Comprehensive Plan. The final draft is forwarded to the District Council for final recommendations.



MAY – NOVEMBER

Members of the District Council distribute the final draft of the *RSCCD Comprehensive Plan* to their constituents for review and comment. Once feedback is received and integrated into the draft as appropriate, the District Council makes a recommendation to the Chancellor.

The Chancellor considers the District Council's recommendation. If approved, the *Rancho Santiago Community College District 2032 Comprehensive Plan* is recommended to the Board of Trustees for approval.

If the Chancellor does not approve of the *Rancho Santiago Community College District 2032 Comprehensive Plan*, collaboration and compromise with the District Council continues until approval.

Once agreement is reached, the Chancellor recommends the *Rancho Santiago Community College District 2032 Comprehensive Plan* to the Board of Trustees for approval.



RESOURCE ALLOCATION

Resource allocations must align with the RSCCD Strategic Directions to ensure institutional planning is driving resource allocation decisions.

Generally speaking, the goals and objectives at SAC, SCC and the DSO reflect the district's commitment to its mission and strategic directions. Therefore, the purpose of resource allocations is to fund the programs and services that both directly and indirectly promote student success.

The budget development process begins with the development of budget assumptions. The budget assumptions are the foundation for the budget development process and guide the allocation of resources. Information from a variety of sources is considered in the development of the budget assumptions, including but not limited to:

- ▶ RSCCD Strategic Directions,
- ▶ Priorities identified by the district's participatory governance committees that have been vetted and approved by the District Council;
- ▶ A review by POE of the effectiveness of the DSO's prior year's resource allocations to ensure alignment with institutional priorities and outcomes provided annually by the DSO vice chancellors of the effectiveness of the allocation resource in support of the district's mission and strategic directions, DSO goals and objectives;
- ▶ Maintenance of appropriate reserves for contingencies and economic uncertainties;
- ▶ Mandates from external agencies; and
- ▶ Plans for payment of liabilities and future obligations, such as retiree health benefits, STRS, and PERS.

Budget assumptions are categorized into the following three types: general, revenue, and expenditure. General assumptions describe broad agreements, such as the revenue allocation model and the level of the reserve. Revenue assumptions summarize the current status of anticipated revenue, such as cost-of-living adjustments, growth and state apportionment. Expenditure assumptions provide projected costs of contractual agreements and required budget reductions if any.

RSCCD's three budget centers are Santa Ana College, Santiago Canyon College, and District Services and Operations. These entities have the autonomy and responsibility to provide appropriate programs and services that support achievement of the RSCCD Strategic Directions, as well as their respective goals, objectives, and initiatives. In addition, RSCCD budgets for institutional costs that include districtwide expenses such as retiree health benefits, property, and liability insurance and interfund transfers.

The RSCCD Budget Allocation Model is patterned after the community college funding protocols established in SB361 and updated under the Student-Centered Funding Formula (SCFF). Revenue is allocated to the colleges based upon these parameters except for an allocation to support centralized services and operations. Any proposed changes to the allocation for district-wide services and operations



is reviewed by the Planning and Organizational Effectiveness committee and recommended to District Council and the Chancellor.

Beyond the expenditures determined through district-wide collaboration, each budget center develops individual budgets for expenditures from general fund and categorical revenue in the following categories:

- ▶ Salaries and benefits as determined by union contracts;
- ▶ Supplies and materials;
- ▶ Services and other operating expenses, such as travel;
- ▶ Capital outlay, such as equipment; and
- ▶ Other outgo.

Planning is linked to resource allocations in the following ways:

1. Each budget center (Santa Ana College, Santiago Canyon College, and District Services and Operations) has developed unique planning processes. These processes are designed to ensure that RSCCD Strategic Directions serve as the foundation for site planning and that the resulting plans provide the basis for resource allocation decisions within each budget center.
2. The five district-level committees (Planning and Organizational Effectiveness committee, Fiscal Resources committee, Human Resources committee, Physical Resources committee, and Technology Advisory Group) provide specific recommendations for resource allocations in the Resource Allocation Request (RAR) form (**APPENDIX 2b**). The process for Resource Allocation Requests for districtwide governance committees is outlined in the flowchart (**APPENDIX 2c**). Resource allocation recommendations describe initiatives that require additional, decreased, or reallocated funding. District Services and Operations (DSO) bring the Resource Allocation Request(s) to Chancellor's Cabinet for review. Chancellor's Cabinet prioritizes recommendations.

Once reviewed, the Resource Allocation Request(s) are submitted to the Planning and Organizational Effectiveness committee for consideration during development of the tentative budget. District Services and Operations (DSO) share with each College President for presentation and discussion through their respective College Governance processes.

3. POE will review recommendations from both colleges. If there are drastic changes to the colleges' recommendations, the results are again shared with each College President for presentation and discussion through their respective College Governance processes. Following this review, the resource allocations return to POE for prioritization, formal vote and recommendation. POE then forwards its recommendations to District Council for approval. Upon approval, District Council sends the recommendations to FRC to be incorporated into the budget assumptions.
4. District Services and Operations submits priority resource recommendations (RARs) as a Reorganization Request (Reorg), if the request relates to personnel. Once the Reorg is routed through the approval process, Chancellor's Cabinet will review and act on Reorg. The Reorg is provided to District Council as a recommendation to the Chancellor.
5. District Council reviews the updated budget assumptions from FRC to ensure alignment with



RSCCD Mission, Strategic Directions and to confirm that available funding supports districtwide priorities. If resources are insufficient to support all requests, District Council deliberates on necessary adjustments. District Council then forwards its final recommendation to the Chancellor for inclusion in the budget presented to the Board of Trustees.

6. The final step in the resource allocation approval process is Board oversight. The tentative budget is presented to the Board of Trustees each June, and the final budget is presented each September for adoption. These presentations may include a review of the RSCCD Mission Statement, Strategic Directions, along with identification of specific budget items that directly support them, where appropriate.



PROCESS FOR ALLOCATING RESOURCES DISTRICTWIDE

OCTOBER

Board of Trustees' annual planning meeting includes a review and discussion of progress towards achieving RSCCD Strategic Directions and SAC, SCC, and DSO Goals and Objectives, as well as other data used to assess the current environment.

The five district participatory governance committees (Planning and Organizational Effectiveness committee, Fiscal Resources committee, Human Resources committee, Physical Resources committee, and Technology Advisory Group) and District Services and Operations draft expenditure assumptions as well as complete Resource Allocation Requests that include requests for additional resources and present them to the Planning and Organizational Effectiveness committee.



JANUARY

Board of Trustees, Fiscal Resources committee and District Council review the Governor's proposed state budget.

Through the spring, the Fiscal Resources committee monitors changes in the forecasts for state allocations and begins to develop budget assumptions as warranted.



FEBRUARY

Fiscal Resources committee drafts tentative general, revenue and expenditure budget assumptions and forwards these to the District Council for review and input.



MARCH – APRIL

District Council review the budget assumptions, and the Board of Trustees adopts them.

Budget Centers receive tentative revenue allocations for the coming fiscal year based on the RSCCD Budget Allocation Model and develop a tentative budget for that site.





MAY

Fiscal Resources Committee Co-chairs revise the draft tentative budget assumptions, as needed based on changes to the proposed state budget and submit the tentative budget to District Council.

District Council reviews the tentative budget and recommends the budget to the Chancellor.



JUNE

The tentative budget is presented to the Board of Trustees for approval. The presentation may include a review of the RSCCD Mission Statement and the RSCCD Strategic Directions as well as the identification of specific budget items that directly relate to RSCCD Strategic Directions where appropriate.



JULY – AUGUST

Fiscal Resources Committee reviews and updates the budget assumptions in July, reviews the draft of proposed adopted budget in August and then forwards it to District Council for review and input.

District Council reviews changes that impact the budget and recommends revisions to the proposed adopted budget as warranted.



SEPTEMBER

The Vice Chancellor of Business Services prepares the final proposed adopted budget as determined by District Council and directed by the Chancellor.

The final budget is presented to the Board of Trustees for approval.



PLAN IMPLEMENTATION

Through the development of the integrated RSCCD Planning Framework, a site lead is identified the responsibility for completing or overseeing the completion of their respective Comprehensive/Educational Plan. The site lead shall collaborate with others to complete their goals and objectives.

To ensure implementation of the identified activities that will move RSCCD toward accomplishment of the RSCCD Strategic Directions, site lead shall:

- ▶ Manage the timelines respective site goals and objectives;
- ▶ Develop appropriate processes to complete respective site goals and objectives;;
- ▶ Identify and address funding needs by submitting the request and rationale to the respective planning and budget committees;
- ▶ Provide data and other types of evidence to assess the levels of success following plan implementation; and
- ▶ Provide quarterly report to Vice Chancellor of Educational Services to update Chancellor's Cabinet of progress towards Strategic Directions;
- ▶ Document the activities and outcomes to contribute to the preparation of the annual *Progress Report on the District Comprehensive Plan*.



PROGRESS REPORT ON THE DISTRICT COMPREHENSIVE-PLAN

A progress report is produced annually by the POE committee to inform the internal community about movement toward achievement of the RSCCD Strategic Directions, and Objectives. The *Progress Report on the District Comprehensive Plan* is an essential accountability tool in the RSCCD Planning Process because it reinforces and sustains a district-wide dialogue on its long-term and short-term goals.

Three tasks will be accomplished through the development of this progress report:

- ▶ Consolidate information about the tasks that have been completed by all RSCCD entities related to RSCCD Strategic Directions;
- ▶ Analyze those outcomes in terms of their effectiveness in moving RSCCD toward achievement of the RSCCD Strategic Directions; and
- ▶ Edit or augment SAC, SCC, and DSO Goals and Objectives for the coming year as needed based on the outcomes of the current year's work.



PROCESS FOR ASSESSING PROGRESS ON RSCCD STRATEGIC DIRECTIONS

APRIL

The Planning and Organizational Effectiveness committee develops or revises the template for the annual Progress Report on the RSCCD Comprehensive Plan.



MAY

The Planning and Organizational Effectiveness committee calls for:

- ▶ Responsible parties identified in the RSCCD Comprehensive Plan to report on their progress towards the Strategic Directions. Colleges and DSO report and evaluate the outcomes of their respective goals and objectives undertaken to contribute to achievement of the RSCCD Strategic Directions.
- ▶ Colleges and DSO Colleges and DSO to report and evaluate the outcomes of their respective goals and objectives undertaken to contribute to achievement of the RSCCD Strategic Directions.



JUNE

The reports are consolidated by the Co-chairs of the Planning and Organizational Effectiveness committee to create a draft *Progress Report on the RSCCD Comprehensive Plan* that includes the reports of progress as well as an analysis of the effectiveness of the activities in fulfilling the RSCCD Strategic Directions.

The Planning and Organizational Effectiveness committee reviews the draft *Progress Report on the RSCCD Comprehensive Plan* and provides input. The Co-chairs of the Planning and Organizational Effectiveness committee revise the document as warranted based on the input.



JULY – AUGUST

The Co-chairs of the Planning and Organizational Effectiveness committee present the draft *Progress Report on the RSCCD Comprehensive Plan* to District Council for review and input. Suggested changes are incorporated as warranted to finalize the document.

The Chancellor presents the final *Progress Report on the RSCCD Comprehensive Plan* to the Board of Trustees for information.

The annual *Progress Report on the RSCCD Comprehensive Plan* is distributed as appropriate to both internal and external constituencies online and/or in print.



ASSESSMENT OF PLANNING AND DECISION-MAKING PROCESSES

RSCCD routinely assesses its planning and decision-making processes and makes revisions in these processes in a cycle of continuous quality improvement.

A formal assessment of planning and decision-making processes is conducted by POE every four years. The assessment includes gathering district-wide input and using that feedback to prepare an assessment report that is submitted to the District Council. District Council reviews the assessment report and recommends revisions to planning and/or decision-making processes as warranted by the assessment. The Chancellor considers the recommendations and approves changes documented with revisions to the *Rancho Santiago Community College District Planning Process Manual*.

In addition to this formal assessment, the current version of the *Rancho Santiago Community College District Planning Process Manual* is reviewed and updated annually by the Co-chairs of the Planning and Organizational Effectiveness committee to capture minor changes in descriptions, timelines, or processes.



PROCESS FOR ASSESSING PLANNING AND DECISION-MAKING PROCESSES

SEPTEMBER – OCTOBER

POE develops a mechanism for soliciting feedback on the components of the district-level planning design and decision-making processes from the groups and individuals who are directly involved in implementing district-level planning and decision-making.



NOVEMBER – DECEMBER

POE considers the feedback from the groups and individuals who are directly involved in implementing district-level planning and decision-making processes and prepares a Planning and Decision-making Processes Assessment Report. This report may include recommended changes to the planning and/or decision-making processes.

POE forwards the Planning and Decision-making Processes Assessment Report to District Council for review and input.



FEBRUARY

The Chancellor reviews the Planning and Decision-making Processes Assessment Report with District Council and determines which changes, if any, will be made to district-level planning and/or decision-making processes.

The Chancellor prepares an information report describing this assessment and the resulting changes to planning and/or decision-making processes, if any, for the Board of Trustees. This report is also distributed districtwide.

The Co-chairs of the Planning and Organizational Effectiveness Committee prepare an updated version of the *Rancho Santiago Community College District Planning Process Manual* to incorporate any approved changes to district-level planning and decision-making processes.



APPENDIX 1: TIMELINE FOR KEY PLANNING AND ASSESSMENT ACTIVITIES



APPENDIX 2:

DISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIO

The District Services and Operations Planning Portfolio is the program review process for centralized services. The purpose of this process is to analyze and track the efforts of each district service to continually improve the quality of the services provided to the colleges and to other district services. This process is only related to services provided, not for the operations functions of the DSO (examples include external audit, legal services, property and liability insurance, retiree health benefits) that all have costs associated with them but are not subject to program review for resource allocation.

District Services and Operations Planning Portfolios are designed to serve these purposes:

- ▶ Document the unique service initiatives for each district service;
- ▶ Align and document strategies for achieving RSCCD Strategic Directions and Objectives;
- ▶ Collect, analyze and distribute data on District Services and Operations performance;
- ▶ Provide an objective foundation for budget, staff, facilities, professional development, and other funding requests; and
- ▶ Demonstrate compliance with accreditation standards.

District Services and Operations Planning Portfolios are prepared every other year. To provide data for the analysis required by these planning portfolios, satisfaction surveys are distributed district-wide every other year requesting feedback on District Services and Operations. In the year between the preparations of comprehensive District Services and Operations Planning Portfolios, each district service prepares an update of progress on the service initiatives undertaken to correct a weakness or work toward achievement of a RSCCD Strategic Directions or Objective. Both the comprehensive District Services and Operations Planning Portfolios and the annual updates of progress are submitted to the Planning and Organizational Effectiveness committee for their review and input.

This program review process is designed to lead to continuous quality improvement and therefore includes a cycle of data collection, analysis of strengths and weaknesses, development, and implementation of strategies to remedy weaknesses, and re-evaluation. The steps are:

1. Describe the services provided by the district service or operation
 - ▶ Organizational Chart
 - ▶ Functions
 - ▶ Budget, including grants
2. Analysis of quantitative and qualitative data that reflect the services' strengths and weaknesses
 - ▶ Outcome of prior years' service initiatives
 - ▶ Results of the most recent satisfaction survey
 - ▶ Data recorded by the district service, such snapshots of time to complete tasks, etc.
3. Develop service initiatives for the coming year to (a) sustain or improve the services provided, (b) address a weakness identified through the data analysis, and (c) contribute to the achievement of RSCCD Strategic Directions and Objectives.



4. Implement the services initiatives.
5. Assess the impact of the strategies.

The final step of assessment is the starting point for the development of the next year's District Services and Operations Planning Portfolio review.

The District Services and Operations that complete a planning portfolio every other year are:

- ▶ Benefits
- ▶ Chancellor's Office
- ▶ Child Development Services
- ▶ Contract Management Services
- ▶ District Research, Planning & Institutional Effectiveness
- ▶ Office of Diversity, Equity and Inclusion (ODEI)
- ▶ Facilities Planning and Construction Services
- ▶ Fiscal Services
- ▶ Human Resources/Risk Management
- ▶ Information Technology Services
- ▶ Investigations and Equity Office
- ▶ Communications, Marketing & Public Relations
- ▶ Purchasing Services
- ▶ Recruitment and Onboarding
- ▶ Resource Development
- ▶ Risk Management
- ▶ Security/Public Safety

Resources are allocated to District Services and Operations through the RSCCD Budget Allocation Model that is patterned after the community college funding protocols established in SB 361 and updated under the SCFF. Revenue is allocated to the colleges based on these parameters except for an allocation to support centralized services and operations, and institutional costs.

There are two processes for changes to the allocation for District Services and Operations.

- ▶ Proposed changes to the proportion of the revenue allocated for District Services and Operations is reviewed by the Planning and Organizational Effectiveness committee and recommended to the District Council and Chancellor.
- ▶ Specific revenue requests related to a services initiative presented in a District Services and Operations Planning Portfolio are submitted to the Planning and Organizational Effectiveness committee. The Planning and Organizational Effectiveness committee considers the requests and the rationale presented in the District Services and Operations Planning Portfolio and prioritizes this request for consideration by the District Council. (See the "Process for Allocating Resources" timeline in this manual.

APPENDIX 2: DISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIO



APPENDIX 2 A: PROCESS FOR PREPARING DISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIOS

SEPTEMBER - DECEMBER

District Services and Operations gathers data as needed to document progress on the previous Service Initiatives as well as feedback from the satisfaction survey. This information will be compiled into a District Services and Operations Operational Review.

The appropriate district-level administrator drafts the District Services and Operations Planning Portfolio for the area(s) under his/her supervision. Refer to the accompanying narrative for the template of the District Services and Operations Planning Portfolio.



JANUARY - MAY

The administrator shares the draft District Services and Operations Planning Portfolio with other members of the unit and creates venues for discussion of the draft. The administrators revise the draft District Services and Operations Planning Portfolios based on the feedback as warranted.



MAY – JUNE

District Services and Operations departments submit Resource Allocation Requests (RARs) to District Research.

District Research compiles and forwards all RARs to Area Vice Chancellor for Review/Prioritize.



APPENDIX 2 b: RESOURCE ALLOCATION REQUEST (LINK FORM)



APPENDIX 2 c: PROCESS FOR RESOURCE ALLOCATION REQUEST (FLOWCHART)



APPENDIX 3: DISTRICT-LEVEL PARTICIPATORY GOVERNANCE COMMITTEES

The RSCCD is committed to relying on the professional expertise and perspectives of employees across the district to build and maintain collaborative decision-making processes. These committee members are united by a shared ambition to provide students with excellent instructional programs and services.

Each member who serves on a RSCCD participatory governance committee represents a specific constituent group. Therefore, committee members are responsible for:

1. Voicing the perspectives of the constituent group in the discussions and
2. Providing feedback about the committees' deliberations to colleagues.

Chairs who serve on a RSCCD participatory governance committee are responsible for:

1. Setting the agenda
2. Distributing the minutes and other documents
3. Managing the meetings

The following table presents the responsibilities and membership of the six district-level participatory governance committees. Each committee will review its the membership, responsibilities, and mission annually and make recommendations to District Council.

Unless otherwise stated, members (including students) of the participatory governance committees have the right to vote on issues of discussion.



DISTRICT COUNCIL

The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities, including developing planning and budgetary recommendations, that are submitted to the Chancellor and Board of Trustees.

Responsibilities	Membership
Provide advice to the Chancellor on district issues	▶ Chancellor (Chair)
Review and act on recommendations from the five district-level participatory governance committees including recommended funding priorities	▶ Vice Chancellor, Business Operations & Fiscal Services
Ensure district-wide involvement in the development of all district-level planning	▶ Vice Chancellor, Educational Services
Review and monitor budget assumptions and budget information	▶ Vice Chancellor, Human Resources
Review and recommend approval of the tentative and final budgets contingent on the alignment of tentative and final budgets with budget assumptions and RSCCD Goals	▶ President, Santa Ana College
Collaborate with the Chancellor to review the District Mission Statement, solicit district-wide input, and recommend revisions as warranted	▶ President, Santiago Canyon College
Oversee the work of the Planning and Organizational Effectiveness Committee to develop and monitor implementation of the <i>RSCCD Comprehensive Plan</i> and the <i>RSCCD Strategic Plan</i>	▶ Academic Senate President, Santa Ana College
Review new and modified policies as recommended by the Board Policy Committee	▶ Academic Senate President, Santiago Canyon College
Review and adopt recommended revisions and new Administrative Regulations	▶ CSEA President
Review and approve District Services and Operations reorganizations	▶ Associated Student Government President, Santa Ana College
	▶ Associated Student Government President, Santiago Canyon College
	▶ Co-chairs, Technology Advisory Group (faculty and administrator)
	▶ Co-chair, Fiscal Resources Committee (faculty)
	▶ Co-chair, Human Resources Committee (classified)
	▶ Co-chair, Physical Resources Committee (classified)
	▶ Co-chair, Planning & Organizational Effectiveness Committee (faculty)

FISCAL RESOURCES COMMITTEE

The Fiscal Resources Committee provides district-level fiscal review including annual evaluation of the District's Budget Allocation Model, as well as develops and recommends tentative and adopted budget assumptions to District Council.

Responsibilities	Membership
Review and evaluate the RSCCD Budget Allocation Model	<ul style="list-style-type: none"> ▶ Vice Chancellor, Business Services (Co-chair)
Monitor state budget development and recommend mid-year adjustments	<ul style="list-style-type: none"> ▶ Assistant Vice Chancellor, Fiscal Services
Develop assumptions for tentative and adopted budgets	<ul style="list-style-type: none"> ▶ Vice President of Administrative Services (SAC and SCC)
Develop District budget process calendar	<ul style="list-style-type: none"> ▶ An Administrator appointed by the Chancellor (DSO)
Assess effective use of financial resources	<ul style="list-style-type: none"> ▶ Academic Senate President (SAC & SCC); One shall serve as a committee Co-Chair for a two-year term (alternating between colleges)
Review and evaluate financial management processes	<ul style="list-style-type: none"> ▶ One faculty representative appointed by each Academic Senate (SAC and SCC) ▶ A faculty representative appointed by FARSCCD ▶ Three classified representatives appointed by CSEA (DSO, SAC and SCC) ▶ Student representatives (SAC and SCC, when possible) ▶ Three administrative alternates with voting rights only in the absence of the site administrative representative



HUMAN RESOURCES COMMITTEE

The Human Resources Committee is the participatory governance committee, which functions as the District's EEO Advisory Committee, and is charged with evaluating, assessing advising on, and making recommendations for Human Resources matters relating to Equal Employment Opportunity (EEO)/Diversity Equity Inclusion Accessibility (DEIA) and policies and procedures.

Responsibilities	Membership
Review human resources policies and procedures, including BPs and AR's.	▶ Vice Chancellor, Human Resources (Co-chair)
Recommend changes, including policies and procedures related to employment equity and EEO compliance	▶ Assistant Vice Chancellor, Human Resources
Monitor and review annually the diversity of RSCCD employees	▶ Assistant Vice Chancellor, Human Resources, Investigation, and Equity
Review and recommend changes to the EEO Plan (3-year plan)	▶ One Administrator appointed by College President (Santa Ana College & Santiago Canyon College)
Develop recommendations to ensure ongoing EEO compliance	▶ Two faculty members appointed by each Academic Senate (Santa Ana College & Santiago Canyon College)
Advise on and evaluate DEIA activities including professional development activities, through narrative and numeric data	▶ A faculty member appointed by FARSCCD
Annually review and advise on Component 13 within the EEO Plan	▶ Three Classified representatives appointed by CSEA (District Services and Operations, Santa Ana College & Santiago Canyon College). One of the classified representatives shall serve as committee Co-chair
Disseminate information from Human Resources Committee to the constituent groups	▶ Two ODEI Coordinators (District Services and Operations)
	▶ Student representatives (Santa Ana College & Santiago Canyon College, when possible)



PHYSICAL RESOURCES COMMITTEE

The Physical Resources Committee supports the district and colleges by coordinating and overseeing capital outlay construction and scheduled maintenance projects that align with the facilities master plans to provide for a safe and sustainable environment and to protect district property.

Responsibilities	Membership
<p>Review plans related to district physical resources including facilities, equipment, land, and other assets</p> <p>Assess the effective use of physical resources</p> <p>Review:</p> <ul style="list-style-type: none"> ▶ 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 	<ul style="list-style-type: none"> ▶ Vice Chancellor, Business Services (Co-chair) ▶ Assistant Vice Chancellor, Facility Planning, Construction and District Support Services (DSO) ▶ Vice President, Administrative Services (SAC and SCC) ▶ Director, Facility Planning (DSO) ▶ Three administrators appointed by the Chancellor (DSO) and each President (SAC & SCC) ▶ Two faculty representatives appointed by each Academic Senate (SAC & SCC) ▶ Three Classified representatives appointed by CSEA (DSO, SAC and SCC) One shall serve as committee Co-Chair ▶ Student representatives (SAC, SCC, when possible)



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

The Planning and Organizational Effectiveness Committee is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.

Responsibilities	Membership
<p>Coordinate the development and monitor implementation of the RSCCD Comprehensive Plan</p> <p>Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Process Manual</p> <p>Annually review, prioritize and recommend new resource allocation requests from DSO departments and districtwide governance committees to District Council</p> <p>Conduct annual review of the RSCCD Planning Process Manual</p> <p>Provide leadership for coordination of district and college planning activities</p> <p>Prepare the annual Progress Report on the RSCCD Comprehensive Plan</p> <p>Coordinate data to be presented at Board of Trustees and Board Committee planning activity</p> <p>Review and coordinate accreditation activities between colleges and District Services and Operations including the regular review/update of the delineation of District/College Functions</p> <p>Review institutional research activities and results</p> <p>Review resource development initiatives</p>	<ul style="list-style-type: none"> ▶ Vice Chancellor Educational Services (Co-chair) ▶ Assistant Vice Chancellor, Fiscal Services (or designee) ▶ Executive Director, District Research, Planning & Institutional Effectiveness ▶ Vice President, Academic Affairs or Designee (Santa Ana College and Santiago Canyon College) ▶ President of Academic Senate (Santa Ana College & Santiago Canyon College). One president shall serve as committee Co-chair for two-year term (alternating between the colleges) ▶ One faculty member appointed by each Academic Senate (Santa Ana College and Santiago Canyon College) ▶ A faculty representative appointed by FARSCCD ▶ Three Classified representatives appointed by CSEA (District Services & Operations, Santa Ana College and Santiago Canyon College) ▶ Two student representatives (Santa Ana College and Santiago Canyon College, when possible)



TECHNOLOGY ADVISORY GROUP

The Technology Advisory Group promotes student learning and institutional effectiveness through technology by strategically planning and developing technology policies and procedures in support of the mission of the colleges and the district.

Responsibilities	Membership
Develop and strategically align RSCCD and college technology plans	▶ Assistant Vice Chancellor of Information Technology Services (Co-chair)
Assess the effective use of technology resources	▶ Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College & Santiago Canyon College
Develop and evaluate districtwide hardware and software standards	
Review and evaluate hardware and software replacement cycles	
Develop recommendations for equipment and software, resource allocation, and training needs related to the use of technology	▶ Three faculty members: Co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College
Develop and evaluate technology policies	
Communicate back to and advocate for represented constituencies regarding the use of technology	▶ Three Classified representatives appointed by CSEA (District Services and Operations, Santa Ana College & Santiago Canyon College)
	▶ Two students appointed by each Associated Student Government President, Santa Ana College & Santiago Canyon College
	▶ One of the faculty representatives shall serve as committee co-chair
	▶ Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College & Santiago Canyon College.
	▶ Two Faculty representatives shall represent the College not acting as co-chair.



ITS DEPARTMENT - RESOURCE ALLOCATION REQUESTS, 2025-2026

Resource Type	Description	Resource Annual Cost Estimate	Reason for request	Impact of not funding
Classified	1. Technical Specialist I	\$ 127,682.32	The demand for technical support at the colleges has continued to grow. At SAC, the total number of tickets closed per year within the past four years has increased from 3,110 to 4,838 tickets. This is an increase of 55.56%. Technical support needs are growing at an average rate of 16.47% per year, which is reflected on ticket demand. At this rate, the forecast ticket demand for FY 25-26 is of 6,563 tickets, which represents an increase of more than double at 111.03% since FY 20-21. ITS needs an additional Technical Specialist to support this increased demand.	Without additional resources, the issues related to ITS timeliness of response and availability of assistance outlined on the District Satisfaction Survey will be further affected and the quality of support services provided by ITS will diminish. At SAC, the support demands driven by enrollment growth out of CEC, dual enrollment, and planned expansion of the Academies and Inmate education will not allow ITS to provide technical support in a timely fashion or dedicate the appropriate time to implement innovative approaches, such as virtual cloud computing for streamlining the delivery of classroom technology.
Classified	2. Applications Specialist IV	\$ 208,939.57	<p>SAC and SCC have chosen different CRM products, which ITS is tasked with supporting. SAC is currently using Starfish, which represents part of standard CRM functionality, while SCC is implementing Ellucian CRM products that cover additional standard CRM functionality. SAC is now looking to add additional CRM functionality, to achieve a fuller CRM capability, which will result in additional demand for technology support.</p> <p>Currently, ITS allocates 33.47% of a full-time employee (FTE) to support Starfish at SAC alone. ITS anticipates needing 53.55% of an FTE to support SCC's Ellucian products. Adding additional CRM functionality at SAC would require from 33.47% to 66.94% of an FTE, bringing our support requirements anywhere from 120.50% to 153.97% of an FTE for both colleges. This exceeds the capacity of a single employee.</p> <p>To ensure effective CRM support across both campuses and maintain service quality, ITS requests funding for at least one additional team member for our Enterprise Applications team. This additional resource will allow us to adequately meet both colleges' CRM needs as they seek to enhance their student engagement and support capabilities.</p>	ITS will face significant challenges in meeting the CRM support demands of both SAC and SCC. The addition of further differing CRM functionality at both colleges will add substantial support requirements, which our current team cannot absorb. Without additional resources, response times for support requests are likely to increase, leading to delays in resolving issues and potentially disrupting both colleges' efforts to improve student engagement and support. Further, insufficient support could result in gaps in CRM functionality, impacting the effectiveness of CRM tools for faculty, staff, and students. This may lead to decreased adoption of CRM systems and hinder the colleges' ability to enhance communication, student tracking, and engagement processes.
Classified	3. Helpdesk Analyst	\$ 127,682.32	There is only a single full time resource dedicated to answer calls and emails directed to the ITS Helpdesk. This limits the availability of support for faculty and staff after hours. Technical resources from the colleges have been used to offset this need, but this invariably creates a resource issue at the colleges. ITS requests an additional Helpdesk Analyst to be able to properly address Helpdesk support.	The Helpdesk will continue to be staffed by a single resource. College ITS staff will continue to be used when needed to support central coverage of the Helpdesk, which creates a resource constraint at the colleges and further affects response times.
Manager	4. ITS Technical Supervisor	\$ 98,182.16	The Lead Media Specialist at SAC had been acting in a supervisory/project management capacity for the Media Services team. The person in this role retired in December 2023. Supervisory responsibilities have fallen under the SAC ITS Director, as a result. The SAC ITS Director now has direct supervisory responsibilities for 15 classified team members, which impacts his capability to be available to the team. Given the flat structure of the team, this also prevents career ladders of growth for Classified team members and leads to inefficiencies that impact ITS' response time.	Classified team members will continue to have limited access to their direct supervisor, the team will continue to lack growth career paths and be affected by inefficiencies that impact ITS' response time.

RSCCD 2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

TECHNICAL SPECIALIST I			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
13/Step3	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,258.22	
SOCIAL SECURITY	6.200%	4,462.00	
MEDICARE	1.450%	1,043.53	
UNEMPLOYMENT	0.500%	359.84	
WORKERS COMP	1.500%	1,079.52	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,203.11	\$ 25,203.11
TOTAL SALARY & BENEFIT COST			\$ 100,049.59

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 74,846.48	67.36	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,242.29	\$ 22,242.29

TOTAL COST OF POSITION	\$ 123,936.63
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BENEFITS =	\$ 49,090.15
BENEFIT COST AS A PERCENT OF CONTRACT =	65.59%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position **Assuming 5% Annual Increase

COST OF NEW POSITION - CLASSIFIED CONTRACT

TECHNICAL SPECIALIST I			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
13/Step3	\$ 6,549.067	12	\$ 78,588.80

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,258.22	
SOCIAL SECURITY	6.200%	4,462.00	
MEDICARE	1.450%	1,043.53	
UNEMPLOYMENT	0.500%	359.84	
WORKERS COMP	1.500%	1,079.52	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,203.11	\$ 25,203.11
TOTAL SALARY & BENEFIT COST			\$ 103,791.91

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 78,588.80	70.73	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,245.66	\$ 22,245.66

TOTAL COST OF POSITION	\$ 127,682.32
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BENEFITS =	\$ 49,093.52
BENEFIT COST AS A PERCENT OF CONTRACT =	62.47%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Total Tickets Closed

Year	Total Tickets Closed - SAC	Year over year ticket increase	Year over year ticket increase percentage	Four year ticket increase	Four year ticket increase percentage	Five year ticket increase (forecast)	Five year ticket increase percentage (forecast)
FY 20-21	3,110	N/A	N/A	1,728	55.56%	3,453	111.03%
FY 21-22	4,142	1,032	33.18%				
FY 22-23	4,601	459	11.08%				
FY 23-24	4,838	237	5.15%				
FY 24-25 (Forecast)	5,635	797	16.47%				
FY 25-26 (Forecast)	6,563	928	16.47%				

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

APPLICATIONS SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 10,942.340	12	\$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.880%	\$ 47,113.34	\$ 47,113.34
TOTAL SALARY & BENEFIT COST			\$ 178,421.42

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,308.84	\$ 22,308.84

TOTAL COST OF POSITION	\$ 202,368.26
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BENEFITS =	\$ 71,060.18
BENEFIT COST AS A PERCENT OF CONTRACT =	54.12%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position **Assuming 5% Annual Increase

COST OF NEW POSITION - CLASSIFIED CONTRACT

APPLICATIONS SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	\$ 11,489.457	12	\$ 137,873.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.880%	\$ 47,113.34	\$ 47,113.34
TOTAL SALARY & BENEFIT COST			\$ 184,986.82

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	\$ 1,638.00	\$ 1,638.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 137,873.48	124.09	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,314.75	\$ 22,314.75

TOTAL COST OF POSITION	\$ 208,939.57
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BENEFITS =	\$ 71,066.09
BENEFIT COST AS A PERCENT OF CONTRACT =	51.54%

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Demand

	Tickets	Projects	Total in 5 years	Average hours per year to support Starfish
Total Hours Worked	237	3244	3481	696.2

Supply

Working weeks available per year	Working days available per year	Working hours available per year
52	260	2080

Supply versus Demand

Percentage of Full Time Employee Required to support Starfish	Hours available per year to support other tools in addition to Starfish
33.47%	1384

Demand Estimates for Additional Support

Percentage of Full Time Employee Required to support a full CRM similar to Starfish (Starfish is 1/3 to 2/3 of a CRM)	Hours required per year to support a full CRM similar to Starfish	Percentage of Full Time Employee Required to support CRM Advise (Assuming 20% less resource intensive than Starfish)	Hours Required per year to support CRM Advise (Assuming 20% less resource intensive than Starfish)	Percentage of Full Time Employee Required to support CRM Recruit (Assuming 20% less resource intensive than Starfish)	Hours Required per year to support CRM Recruit (Assuming 20% less resource intensive than Starfish)
100.41%	2088.60	26.78%	556.96	26.78%	556.96

Supply Requirements to Support Estimated Demand

Percentage of Full Time Employee Required to support Starfish	Percentage of Full Time Employee Required to support CRM Advise and CRM Recruit (Assuming 20% less resource intensive than Starfish)	Percentage of Full Time Employee Required to support Additional CRM component at SAC	Percentage of Full Time Employee Required for districtwide support
33.47%	53.55%	33.47%	120.50%

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

TECHNICAL SPECIALIST I			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
13/Step3	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,258.22	
SOCIAL SECURITY	6.200%	4,462.00	
MEDICARE	1.450%	1,043.53	
UNEMPLOYMENT	0.500%	359.84	
WORKERS COMP	1.500%	1,079.52	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,203.11	\$ 25,203.11
TOTAL SALARY & BENEFIT COST			\$ 100,049.59

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 74,846.48	67.36	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,242.29	\$ 22,242.29

TOTAL COST OF POSITION	\$ 123,936.63
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BENEFITS =	\$ 49,090.15
BENEFIT COST AS A PERCENT OF CONTRACT =	65.59%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position **Assuming 5% Annual Increase

COST OF NEW POSITION - CLASSIFIED CONTRACT

TECHNICAL SPECIALIST I			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
13/Step3	\$ 6,549.067	12	\$ 78,588.80

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,258.22	
SOCIAL SECURITY	6.200%	4,462.00	
MEDICARE	1.450%	1,043.53	
UNEMPLOYMENT	0.500%	359.84	
WORKERS COMP	1.500%	1,079.52	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,203.11	\$ 25,203.11
TOTAL SALARY & BENEFIT COST			\$ 103,791.91

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 78,588.80	70.73	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,245.66	\$ 22,245.66

TOTAL COST OF POSITION	\$ 127,682.32
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BENEFITS =	\$ 49,093.52
BENEFIT COST AS A PERCENT OF CONTRACT =	62.47%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2024-2025 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE			
ITS TECHNICAL SUPERVISOR GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
G/4	\$ 12,259.232	12	\$ 147,110.78

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	39,249.16	
SOCIAL SECURITY	6.200%	9,120.87	
MEDICARE	1.450%	2,133.11	
UNEMPLOYMENT	0.050%	73.56	
WORKERS COMP	1.500%	2,206.66	
ACTIVE RET. INS. COST	0.750%	1,103.33	
TOTAL TAX & BENEFIT COST	36.630%	\$ 53,886.69	\$ 53,886.69
TOTAL SALARY & BENEFIT COST			\$ 200,997.47

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.750%	24.90	
TOTAL FRINGE BENEFIT COST	9.950%	\$ 3,650.34	\$ 3,650.34

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 147,110.78	132.40	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,958.58	\$ 24,958.58

TOTAL COST OF POSITION	\$ 229,606.39
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BENEFITS =	\$ 82,495.61
BENEFIT COST AS A PERCENT OF CONTRACT =	56.08%

Admn., Superv/Mang. & Conf.	Max	41,555.88	23,985.21	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2025-2026 Cost of Position **Assuming 5% Annual Increase

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE			
ITS TECHNICAL SUPERVISOR GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
G/4	\$ 12,872.193	12	\$ 154,466.32

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	39,249.16	
SOCIAL SECURITY	6.200%	9,120.87	
MEDICARE	1.450%	2,133.11	
UNEMPLOYMENT	0.050%	73.56	
WORKERS COMP	1.500%	2,206.66	
ACTIVE RET. INS. COST	0.750%	1,103.33	
TOTAL TAX & BENEFIT COST	36.630%	\$ 53,886.69	\$ 53,886.69
TOTAL SALARY & BENEFIT COST			\$ 208,353.01

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.750%	24.90	
TOTAL FRINGE BENEFIT COST	9.950%	\$ 3,650.34	\$ 3,650.34

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 154,466.32	139.02	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,965.20	\$ 24,965.20

TOTAL COST OF POSITION	\$ 236,968.55
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BENEFITS =	\$ 82,502.23
BENEFIT COST AS A PERCENT OF CONTRACT =	53.41%

Admn., Superv/Mang. & Conf.	Max	41,555.88	23,985.21	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

4. ITS Technical Supervisor		
Position	Annual Cost	Notes
Media Systems Electronic Technician, Lead	\$138,786.39	Current position
ITS Technical Supervisor	\$ 236,968.55	The district is only responsible for covering the difference
TOTAL RESOURCE REQUEST	\$ 98,182.16	



Resource Request Form for RSCCD Governance Committees and District Operations Units

1. Indicate the type(s) of resource request. *

- ☐ Contract Services
- ☐ Equipment
- ☐ Facility Need (office space)
- ☒ Staffing (salary and benefits)
- ☐ Technology
- ☐ Other

2. State the governance committee/department submitting the request:

Information Technology Services (ITS)

3. Enter the total amount needed for this resource request:

\$562,486.38

4. Select the status that applies to the cost. *

- ☐ One-time amount
- ☒ Ongoing amount
- ☐ Both: One-time and ongoing amount

5. Is this a legally mandated resource request? *

- ☐ Yes
- ☒ No

6. Is this a replacement need resource request? *

- ☐ Yes
- ☒ No

7. Is this request addressing a known or new safety need? *

☐ Yes

☒ No

8. How does this request support RSCCD's mission and goals?

See page 38 of the 2013-2023 RSCCD Comprehensive Master Plan, <https://rscdd.edu/Trustees/Documents/Master-Plan/rscdd-cmp-final-09192013.pdf>.

Strategic Direction 3 - Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.

Accomplishing this goal requires appropriate staffing levels within ITS to support the technologies used districtwide for this purpose.

9. List all strategic objectives that this resource request supports.

See 2019-2022 RSCCD Strategic Plan, <https://rscdd.edu/Departments/Research/Documents/2019-2022%20RSCCD%20Strategic%20Plans%2007%2001%2019%20DRAFT.pdf>

SAC CEP: Goal 3, Objective 3.1; Goal 4, Objective 4.1. SCC CEP: Goal 4, Objective 4.1; Goal 4, Objective 4.3

10. List other planning goals that this resource request supports (technology/facilities/human resources, etc.)

Technology Support

11. Provide evidence that this resource request is in your unit's planning portfolio.

Attached planning portfolio for ITS

12. Are there any other data supporting this resource request? *

☒ Yes

☐ No

13. Please provide evidence and explanations of how they support the request.

Attached spreadsheet



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Rancho Santiago Community College District District Services Administrative Unit Review

2023-2025

I. **Department Mission Statement:** *(Please provide a mission statement for your unit.)*

II. **Functions and services:** *(Please provide the basic functions and services for your unit.)*

III. **Customers and recipients of services:** *(Who are the customers/recipients of your unit?)*

IV. **Staffing:** *(Please summarize the status of your staffing since the last planning cycle and concerns you may have.)*

V. **Budgets**: *(Please summarize the status of your department budget and concerns you may have.)*

VI. Department Assessment: *Please provide internal assessment of your department (by all unit staff) and external assessment (from data provided by the District Services Satisfaction Survey, as well as other sources that your department would like to use). What recommendations would you like to bring to the District's attention?*

a) Internal Assessment:

tt

b) External Assessment:

c) **Recommendations:**

VII. Work Plan: As the result of assessing your department, what initiatives do your department want to address in 2021-2023? Please identify which RSCCD goal(s) and strategic plan objective(s) they address, resources you need to achieve the initiative(s), and how you will achieve these initiatives by the end of the cycle? Please see example below

RSCCD Goals your service initiative address.	RSCCD Strategic Plan Objectives your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?
<i>Goal 4</i>	<i>Objectives 3B and 4C</i>	<i>Analyze data of the new curriculum strategies for ESL students</i>	<i>Reports to share with ESL instructors showing outcomes by underrepresented groups based on the new curriculum strategies</i>	<i>ESL faculty utilize the reported data to plan their class instructions</i>	<i>None</i>	<i>A 2% increase in success rate for all underrepresented groups</i>

RSCCD Goals your service initiative address.	RSCCD Strategic Plan your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?

RSCCD Goals your service initiative address.	RSCCD Strategic Plan your service initiative address.	Service Initiative Goals that your department would like to address.	Unit Outcome (The client) will (intended outcome) as a result of (function or action).	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resource(s) (personnel, technology, fiscal) do you need to achieve your goal(s)?	Results After two years, how well did you achieve your goals?

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Submitted									
Congressionally Directed Spending Proposals – Cong. Correa \$2.5 million	SAC – Dr. Nery	SD 2 & 4	March 21, 2025	UPDATE: approved for \$1,031,000. Moves to 2 nd phase.	Fall 2025	No	Project to support Criminal Justice apprenticeship programs.	No	Yes
Congressionally Directed Spending Proposals – Correa \$4.865 million	SAC – Dr. Nery	SD 2 & 4	March,21 2025	UPDATE: approved for \$850,000. Moves to 2 nd phase.	Fall 2025	No	Project to improve the instructional spaces for the Automotive, Diesel and Manufacturing programs.	No	Yes
Congressionally Directed Spending Proposals – Sen. Padilla & Schiff /Rep. Kim \$2.57 million	SCC – Dr. Jeannie Kim	SD 2 & 4	March 26, 2025	UPDATE: Approved for \$1,000,000. Moves to 2 nd phase.	Fall 2025	No	Project to support Water/Wastewater Technology and Biotechnology programs.	No	Yes
Congressionally Directed Spending – Cong. Correa \$2 million	RSCCDF – Enrique Perez	SD 2	May 16, 2025	UPDATE: Approved for \$1,031,000. Moves to 2 nd phase.	Fall 2025	No	Implement the Advancing Clean Tech Innovation project in partnership with RevHUB.	No	Yes
Samueli Foundation – Breakaway Fund \$100,000	SCC – Michelle Samura	SD 1 & 2	June 13, 2025	UPDATE: Not awarded	September 2025	No	SCC will prepare nurses who are adept in critical thinking, communication, and cultural competency—essential skills for delivering effective, compassionate care in diverse communities.	Yes	Yes
OCBC - Catalyst Funding Concept - \$50,000	CEC – Lorena Chavez \$750,000	SD 4	June 20, 2025	UPDATE: Awarded for \$250,000	September 2025	No	Develop a Commercial Kitchen at CEC	Yes	Yes
Accelerator - \$250,000 Last Mile - \$750,000	CEC – Lorena Chavez \$750,000	SD 2 & 4	June 20, 2025	UPDATE: Awarded for \$250,000	September 2025	No	Develop an LVN program at CEC and create a pathway from the CNA to the LVN program.	Yes	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
	CEC – Michelle Sandoval \$750,000	SD 4	June 20, 2025	UPDATE: Not awarded	September 2025	No	Refurbish the Computer Lab to provide basic computer, digital and technology literacy for all CEC students, including specific skills for CTE programs.	Yes	Yes
	DO – Roger Lloyd \$250,000	SD 1 & 2	June 20, 2025	UPDATE: Not awarded	September 2025	No	Provide AI training for prospective and existing small business owners and entrepreneurs.	No	Yes
Samueli Foundation – Build OC Fund Up to \$1 million	SAC – Lorena Chavez	SD 4	June 27, 2025	UPDATE: Not awarded	October 2025	No	Contribute to developing a Commercial Kitchen at CEC.	No	Yes
	SCC – Michelle Samura	SD 1 & 2	June 27, 2025	UPDATE: Not awarded	October 2025	No	Remodel lecture hall (H-106) into a flexible performance space.	No	Yes
CCCCO – Industry Driven Regional Collaborative \$500,000	RSCCD	SD 2 & 3	July 11, 2025	UPDATE: Awarded	September 2025	Yes 1-to-1	Development AI training program for small business that also offers WBL for students	No	Yes
CCCCO – EEO Best Practices \$150,000	RSCCD – Sonia Velez	SD 1 & 4	August 2025	UPDATE: Not awarded	October 2025	No	Implement a project to improve EEO best practices	No	Yes
NSF - Advanced Technological Education \$1,000,000	RSCCD – Roger Lloyd	SD 1, 2, 3 & 4	October 2, 2025	Submitted	March 2026	No	Customized AI training for businesses and incumbent workers. Create updated occupational profiles and develop faculty externships for faculty and WBL for students. Faculty PLC and FIG develop guidance, policy recommendations and best practices for using AI for instruction, student learning, and updating career technical curricula.	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Robert Woods Foundation - Exploring Equitable Futures \$150,000	SCC – Michelle Samura	SD 4	Oct. 15, 2025	Submitted	December 2025	No	Purchase equipment for the Healthcare programs and develop related curriculum.	No	Yes
OCBC - CA Jobs First Catalyst Project Up to \$250,000	SCC – Michelle Samura	SD 1 & 2	Oct. 15, 2025	UPDATE: Not Awarded	January 2026	No	Support student researchers, enhance curriculum and pilot a program to support Rebuilding Nursing Infrastructure students from noncredit (CNA/LVN) and credit (Pre-Nursing) programs.	No	Yes
U.S. Dept. of Ed. FIPSE Special Project \$4 million	SCC – Scotty James	SD 1, 3 & 4	December 3, 2025	Submitted	December 31, 2025	No	Implement a project to expand SCC's Teaching and Learning Center to provide professional development in effective and ethical use of AI, engage up to 15 faculty as AI fellows to use and test AI in their course, and produce findings and a model that can be replicated.	No	Pending
CA Volunteers – College Corps Admin based on \$4,000 or \$7,500 per slot, plus \$200,000 start-up for new grantees; \$4,000 or \$14,500 awarded to each student based on service type	SAC – Armando Soto, Christina Wagner	SD 2 & 4	Nov. 24, 2025	Decided not to move forward	January 2026	No	Provide paid service-learning opportunities for FT and PT students who complete 450 services hours. Campus should include AB540 designated slots that account for 15% of total slots requested.	No	Pending
College Futures - Unlocking Economic Mobility for Adult Learners \$400,000	CEC – Osiel Madrigal	SD 1, 3 & 4	LOI – 10/24/25 Full Proposal if invited – 12/8/25	LOI Submitted Not selected to submit a full proposal	February 9, 2026	No	Upgrade computer lab and technology used in IT and Allied Health programs.	No	Pending
Fall 2025/Winter 2026									

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
CCCCO – Regional Collaboration & Coordination Grant	DO – Michael Sacoto	SD 1, 2, 3 & 4	Dec. 15, 2025	Writing	January 2026	Yes	RSCCD will continue to host and operate the OC Regional Consortium, which includes fiscal agent support for SWP Regional, K12 SWP, and K14 TAP & K12 Pathway Coordinator funds.	No	Yes
CCCCO - CAI Planning \$200K Implementation up to \$1.5 million	SAC – Dr. Lamb	SD 1 & 2	Dec 2025	Planning	Feb. 2026	No	Applications to be submitted to implement and expand apprenticeship programs, and planning grants to develop new programs. Areas TBD.	Yes – intent is to sustain effective programs	Pending
	SCC – Dr. Parks	SD 1 & 2	Dec 2025	Planning	Feb. 2026	No	Applications to be submitted to implement and expand apprenticeship programs., and planning grants to development new programs: Areas TBD.	Yes – intent is to sustain effective programs	Pending
CCCCO - ELL Healthcare Pathways \$1-\$5 million	SCC – Chrissy Gascon	SD 1, 2 & 4	Dec. 2025	Planning	January 2026	No	Develop, enhance and expanded noncredit pathways to healthcare occupations and programs for English language learners.	Yes	Pending
CalOES Hazard Mitigation \$100,000	DO – Robert Simmons	SD 1 & 4	Jan. 2026	Planning	Spring 2026	No	Produce RSCCD's Hazard Mitigation Plan.	Yes.	Yes

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
<i>Opportunities identified for 2025</i>					

RSCCD Resource Development Grant Development Schedule

<i>Congress</i>	Community Projects	Congressionally-directed spending to support projects proposed by the community	SAC: CJA, Auto/Diesel/Welding SCC: Biotech & Water/Wastewater Tech RSCCD: Economic Dev	Up to \$2 million	April/May 2025
<i>Forestry Service</i>	Training	Projects related to professional development and workforce training around fire fighting	Supports Fire Technology Program	TBD	TBD
<i>DOJ</i>	Training	Professional development for police to use drone technology	Supports CJA Program	TBD	TBD
<i>DOJ</i>	Multiple	-AI for Criminal Justice Purposes (research & eval focus) -Social Science Research & Eval of Forensic Science Systems -Cyclical professional development/workforce development related to CJA (keep on the radar)	Projects that support criminal justice academies and other CJA and security projects.	Varies	Varies
<i>Opportunities applied for that were identified in 2024</i>					
<i>DOE</i>	Clean Energy Workforce Training	Planning and Capacity Development project to create the partnerships with employers and CBOs to provide work-based learning and employment opportunities in Clean Energy occupations and to provide energy & efficiency assessment services to small- and medium-sized businesses as an Industrial Assessment Center.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$200,000 planning grant	May 16, 2024
<i>Congressionally-Directed Spending</i>	Cong. Correa, Rep. Kim, Sen. Padilla	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2-\$4 million per project x 3 projects	Spring 2024
<i>Opportunities applied for that were identified in 2023</i>					
<i>Congressionally-Directed Spending</i>	Cong. Correa	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2 million	Spring 2023
<i>EPA</i>	Innovative Water Infrastructure Workforce Development	(1) assist in the development and use of innovative activities relating to water workforce development and career opportunities in the drinking water and wastewater utility sector, and (2) expand public awareness about drinking water and wastewater utilities.	Develop SCC's Water/Wastewater Technology Program	Applied for \$6 million	Nov. 17, 2023

UPCOMING FUNDING OPPORTUNITIES

RSCCD Resource Development Grant Development Schedule

Agency	Title	Amount	Term	Due Date	Purpose	Est. #
Proposed NSF FY 2026 Budget eliminates funds for STEM Education projects. The submission dates are still open for these opportunities.						
NSF	Advancing Information STEM Learning	\$500,000 - \$2,500,000	3-4 years	January 14, 2026	Research and practice of STEM learning outside of formal contexts	48-77
NSF	Improving STEM Education	\$200,000 to \$2,000,000	3 years	January 21, 2026	1) Dev of practices & innovations to improve learning 2) transformation of colleges to sustain effective STEM teaching & learning	Level 1: 50 Level 2 and 3: 30 Capacity-Building: 15
NSF	Computer Info Science and Engineering: Future Computing Research	up to \$1,000,000	4 years	February 5, 2026	Computing Education Research; Human-Centered Computing;	400-600
NSF	Experiential Learning for Emerging and Novel Technologies	up to \$1,000,000	3 years	February 2026 (Solicitation not published yet)	Experiential learning opportunities for to increase access to and interest in emerging tech fields.	25-35
NSF	Building Capacity in STEM Education Research	Track - New: \$350,000 Track - Experienced: \$1,000,000	3 years	February 2026	Advances in STEM education research	Track 1: up to 19 Track 2: up to 5

Grant Schedule
Summary Sheet of Positions Related to Grant/Contract Proposals

#	Funder	Site	Grant Title/Project	Proposed Positions
1.	NIST - Correa	DO	Congressionally Funded Project /Advancing Clean Tech Innovation	<ul style="list-style-type: none"> • Director 75% • Coordinator 25%
2.	CCCCO	DO	EEO Best Practices	<ul style="list-style-type: none"> • Faculty mentor stipends • Graduate intern - hourly
3.	CCCCO	DO	Industry Driven Regional Collaborative	<ul style="list-style-type: none"> • Director 50% • Business Services Coordinator 100% • Special Project Specialist 50%
4.	NSF	DO	Advanced Technological Education	<ul style="list-style-type: none"> • Director 50% • Business Services Coordinator 50% • Faculty Re-assigned Time for Externships, Curriculum Development, PLC and FIG
5.	CCCCO	DO	Regional Collaboration & Coordination Grant (OCRC)	<ul style="list-style-type: none"> • Executive Director, Director Special Programs, Admin. Secretary • Regional Director for Workforce Development and Employer Engagement, Talent Retention and Development Director
6.	OCBC	SAC	CA Jobs First Reg. Catalyst Funding / Develop CNA to LVN Pathway	<ul style="list-style-type: none"> • Reassigned time curriculum development
7.	CCCCO	SAC	CA Apprenticeship Initiative (CAI)	<ul style="list-style-type: none"> • Director, Special Programs and staff • Faculty re-assigned time for development
8.	DOJ - Correa	SAC	Congressionally Funded Project / Santa Ana College Criminal Justice Academies	<ul style="list-style-type: none"> • Faculty reassigned time for curriculum development
9.	HUD - Correa	SAC	Congressionally Funded Project / Santa Ana College Automotive, Diesel-Electric Transportation Technology and Robotic Manufacturing/Welding Program Infrastructure Expansion	<ul style="list-style-type: none"> • Project Manager
10.	CA Volunteers	SAC	College Corps	<ul style="list-style-type: none"> • 1 Full-Time 100% Dedicated Support Person required
11.	CCCCO	SAC	CA Apprenticeship Initiative	<ul style="list-style-type: none"> • EDU: Director Special Programs, Student Services Coordinator • LEGAL: Student Services Coordinator, Faculty reassigned time
12	College Futures	CEC	Unlocking Economic Mobility for Adult Learners	<ul style="list-style-type: none"> • Beyond contract reassigned time for program development
13.	CCCCO	SCC	CA Apprenticeship Initiative (CAI)	<ul style="list-style-type: none"> • Director, Special Programs and staff

Grant Schedule
Summary Sheet of Positions Related to Grant/Contract Proposals

#	Funder	Site	Grant Title/Project	Proposed Positions
				<ul style="list-style-type: none"> • Faculty re-assigned time for development
14.	HUD – Kim/Padilla/Schiff	SCC	Congressionally Funded Project / Santiago Canyon College Career Training Infrastructure Expansion	<ul style="list-style-type: none"> • Project Manager
15.	Robert Wood Johnson Foundation	SCC	Exploring Equitable Futures	<ul style="list-style-type: none"> • Faculty reassigned time for curriculum development, coordination and recruitment • Student hourly workers
16.	U.S. Department of Education	SCC	FIPSE Special Projects / Expand Teaching & Learning Center to support AI innovation and test responsible and ethical use of AI for teaching and learning	<ul style="list-style-type: none"> • Release 50% of Distance Education Coordinator (backfill) • Teaching & Learning Center Lead (1.0 FTE) • Instructional Designer specializing in AI (1.0 FTE) • Beyond contract for professional development and up to 15 AI Fellows
17.	OCBC	OEC	CA Jobs First Reg. Catalyst Funding / Develop CNA to LVN Pathway	<ul style="list-style-type: none"> • Faculty re-assigned time for development • Student research stipends