

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

**Meeting Minutes for September 23, 2015**

**Present:** John Didion, Corina Evett, Ray Hicks, Elliott Jones, Jim Kennedy, Aracely Mora, Enrique Perez, Nga Pham, Connie Ramos, Craig Rutan, Rudy Tjiptahadi, Aaron Voelcker, John Zarske

**Absent:** Bonnie Jaros, Silvia Navarro

The meeting was called to order by Mr. Didion at 3:03 p.m.

**Minutes**

Mr. Didion called for a motion to approve the Planning & Organizational Effectiveness minutes of August 26, 2015 as corrected. It was moved by Enrique Perez, seconded by Craig Rutan and carried unanimously by the committee.

**Review Planning Design Manual Activities for 2015-16**

- **District Planning Portfolio Process**
  - Need a question about process and how it can be rated—efficiency of processes. Question that relates to workflow.
  - Need to get feedback related to specific processes for specific issues for each area.
  - Can the committee shift to electronic processes rather than paper processes?
  - Goodness of fit—service of budget center—is the service that is provided fitting what the budget center needs.
  - #3 add something related to the fit issue: Does the service provided fit the needs of your area? And a not applicable choice.
  - Under #4 have some examples regarding processes and procedures.
  - Stratify work site choices more to be faculty, classified, and administration. May do part time as well as full time faculty.
  - Has to be a way to revise the status change process: HR says it's fiscal's responsibility, and fiscal says it's HR's responsibility
  
- **Mission Statement Review**
  - Chancellor put out a call for feedback
  - As things come back, the committee will look at them

**Planning Priorities for One-time Funds**

- Chancellor priorities for marketing: \$250,000 to each college, \$ for ADA Compliance legal fees, other legal expenses, OEC money—approximately \$10 million.

Approved: February 24, 2016

- No claims from the state—just giving us \$--no disallowance going backward. Not much liability with having to repay the money. State had a windfall because of tax receipts.
- POE recommendation:

POE recommends that a necessary sum of the state Mandated Cost reimbursement be set aside for ADA, OEC, and Marketing liabilities and that all remaining funds be distributed to the colleges based upon the FTES revenue model. Any unspent funds set aside for the previously stated district liabilities should also be distributed to the colleges based upon the FTES revenue model.

The motion was made by Craig Rutan, seconded by Aracely Mora and passed by a vote of 12 yes and 1 no.

- Make sure that the \$16 million doesn't go entirely to OEC or the other liabilities—with OEC at minimal cost.
- Very important that some funds go to the colleges

### **Grant Development Schedule**

Assistant Vice-Chancellor Perez reported that there were no updates to the Grant Development Schedule.

### **Other**

- Point person to work with Nga Pham on the metrics for the annual report on board goals.
  1. Aaron Voelcker volunteered, and it was discussed that Bonnie would be a good person to work on it from SAC

Next meeting: October 28, 2015

The meeting was adjourned at 5:29 p.m.

**The mission of the Rancho Santiago Community College District is to  
provide quality educational programs and services that address  
the needs of our diverse students and communities.**