



*Building the future through quality education*

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Santa Ana College • Santiago Canyon College

## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

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

**Wednesday, November 30, 2016 3:30pm-5pm**

**District Office, Decision Room 340**

- I. Welcome & Introduction**
- II. Public/Committee Member Comments**
- III. Minutes for Review and Approval**
  - October 26, 2016
- IV. Report from District Council – November 7, 2016**
- V. District Strategic Plan Update Agenda - February 27, 2017**
- VI. Data Metrics to support 2016-19 RSCCD Strategic Plan**
- VII. POE Goals for 2016-2017**
  - a. RSCCD Participatory Governance Summit (February 7, 2016) - Confirm Draft Agenda
  - b. Pre-Summit Survey - responses
  - c. Goal #1: work to align the planning and budget cycles between the colleges and the District
- VIII. Updates of Planning at the Colleges**
  - a. Santa Ana College
  - b. Santiago Canyon College
- IX. District Services Satisfaction Survey, 2016**
- X. Grant Development Schedule (*handout*)**
- XI. Other**

**NEXT MEETING: February 22, 2017**

**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.**

**POE COMMITTEE MEMBERS:**

Michael DeCarbo • Dr. Marilyn Flores • Dr. Bonita Jaros • Carlos Lopez • Enrique Perez • Nga Pham • Connie Ramos  
Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

**RSCCD Comprehensive Master Plan 2013 – 2023**  
**RSCCD Goals**

**RSCCD Goal 1**

**RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.**

**RSCCD Goal 2**

**RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.**

**RSCCD Goal 3**

**RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.**

**RSCCD Goal 4**

**RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.**

**RSCCD Goal 5**

**RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.**



## District Services Satisfaction Survey, 2016

**In an effort to provide quality services to the colleges, District Services needs your feedback. Because each area needs input, we ask that you patiently evaluate all 27 departments listed. We took care to make this survey short, but as comprehensive as possible. The survey is anonymous and results will be disaggregated by department for their internal review. Thank you for your time and feedback.**

1. Your work site:

- Santa Ana College
- Santiago Canyon College
- District Operations

2. Your position:

- Confidential/Classified
- Faculty
- Supervisory/Administration

3. Your Employment Status:

- Full-time
- Part-time

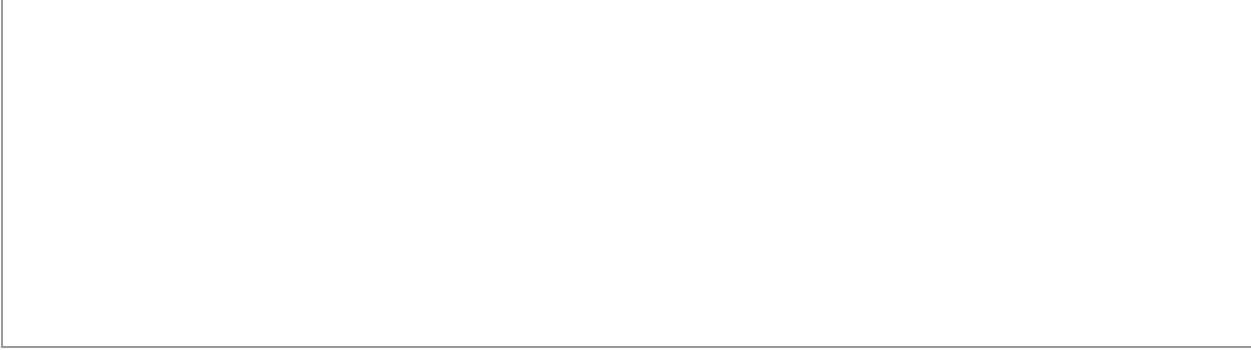


6. Additional feedback and suggestions for Academic Computer Support (such as ease of use, usefulness of services, specific processes, etc.):

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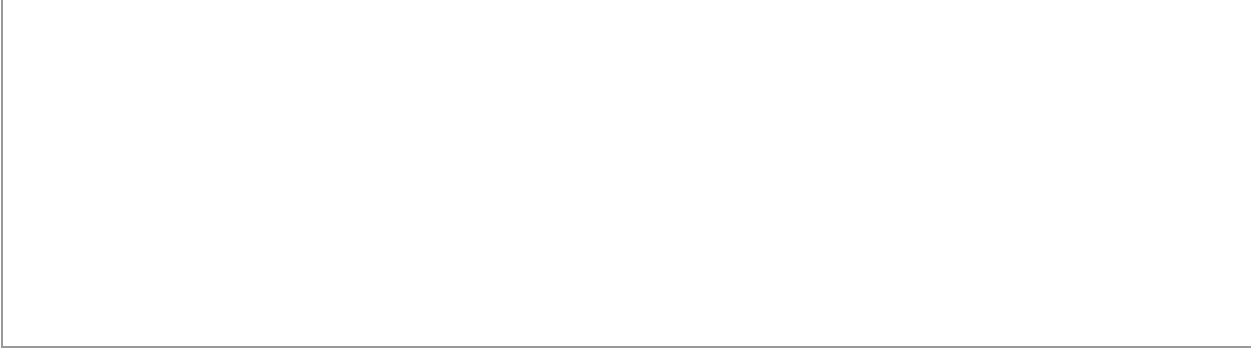
9. Additional feedback and suggestions for Accounts Payable (such as ease of use, usefulness of services, specific processes, etc.):

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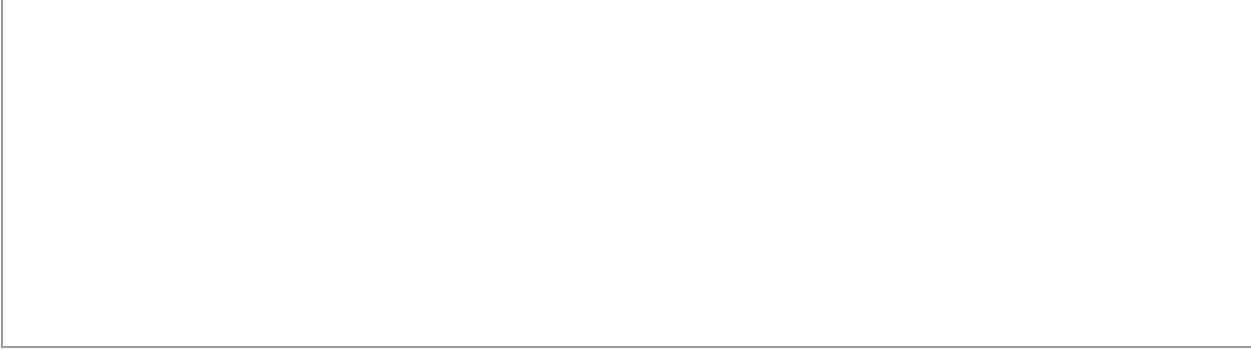


12. Additional feedback and suggestions for Application Systems (AS) (such as ease of use, usefulness of services, specific processes, etc.):

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15. Additional feedback and suggestions for the Benefits Department (such as ease of use, usefulness of services, specific processes, etc.):

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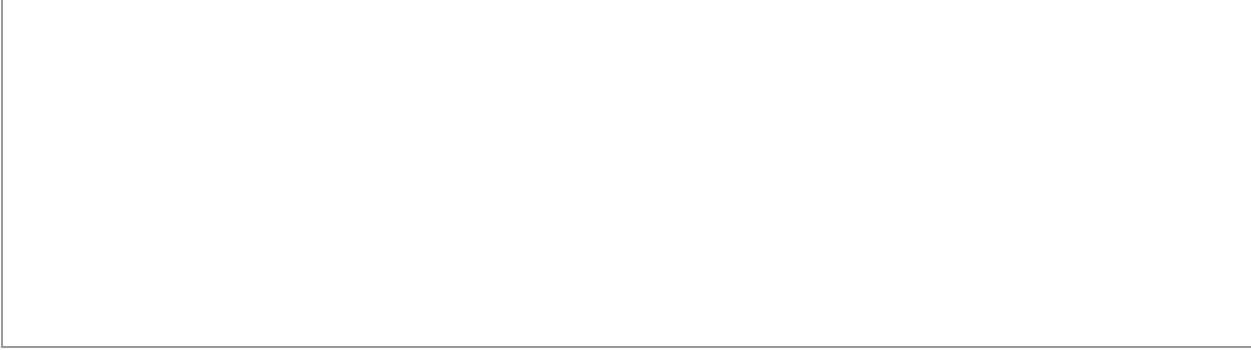


18. Additional feedback and suggestions for the Bookstores (such as ease of use, usefulness of services, specific processes, etc.):

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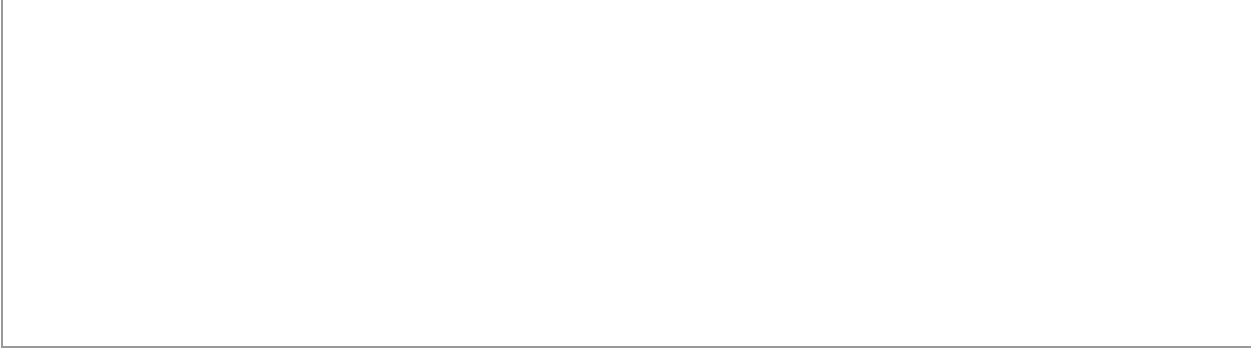
21. Additional feedback and suggestions for the Cashiers Offices (such as ease of use, usefulness of services, specific processes, etc.):

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24. Additional feedback and suggestions for the Chancellor's Office (such as ease of use, usefulness of services, specific processes, etc.):

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27. Additional feedback and suggestions for the Child Development Services (such as ease of use, usefulness of services, specific processes, etc.):

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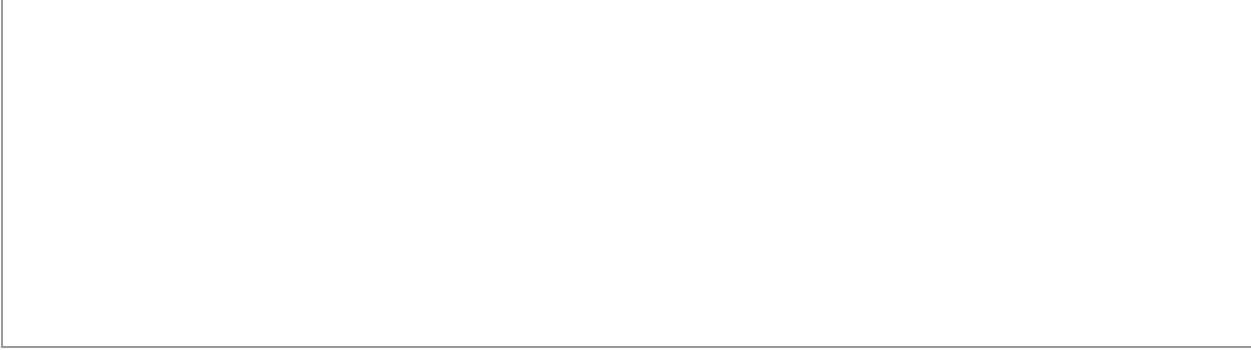


30. Additional feedback and suggestions for Economic Development (such as ease of use, usefulness of services, specific processes, etc.):

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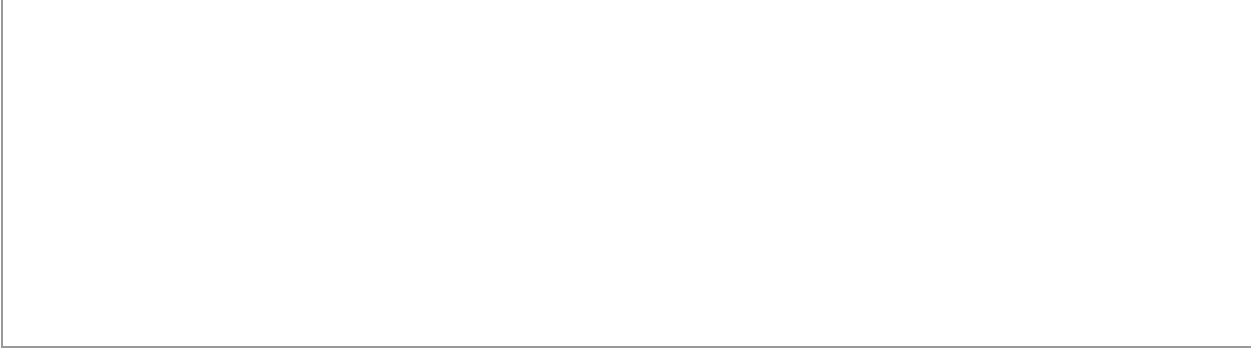
33. Additional feedback and suggestions for the Facilities Planning, Construction and Support Services (such as ease of use, usefulness of services, specific processes, etc.):

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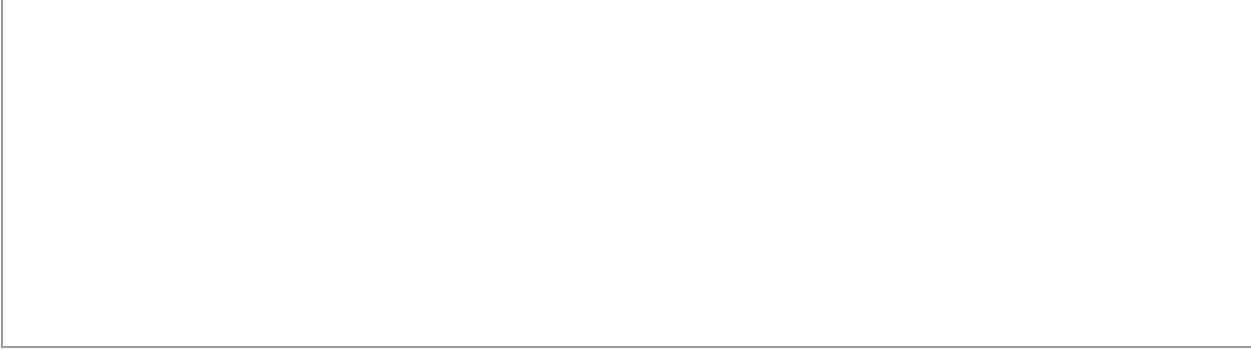


36. Additional feedback and suggestions for Fiscal, Budget, and Accounting Services (such as ease of use, usefulness of services, specific processes, etc.):

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39. Additional feedback and suggestions for Graphic Communications Services (such as ease of use, usefulness of services, specific processes, etc.):

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42. Additional feedback and suggestions for Human Resources (such as ease of use, usefulness of services, specific processes, etc.):

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45. Additional feedback and suggestions for the ITS Help Desk (such as ease of use, usefulness of services, specific processes, etc.):

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48. Additional feedback and suggestions for the Mail Services (such as ease of use, usefulness of services, specific processes, etc.):

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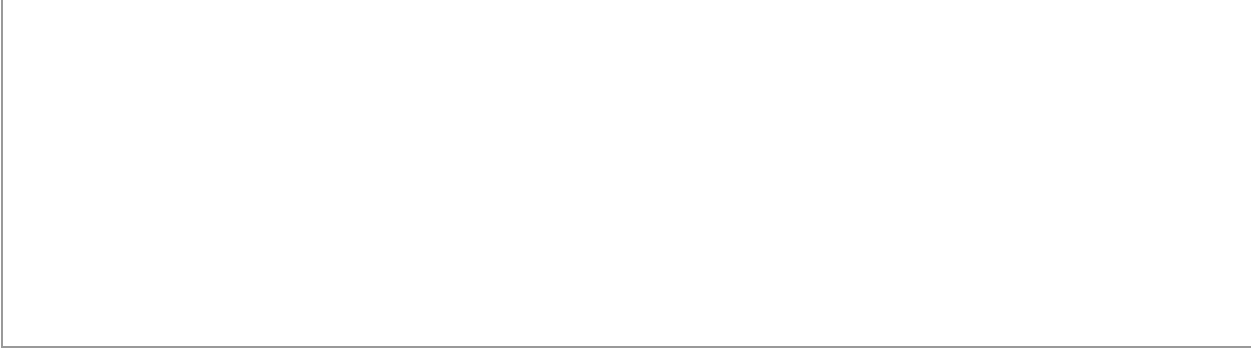


51. Additional feedback and suggestions for the Network Administration (such as ease of use, usefulness of services, specific processes, etc.):

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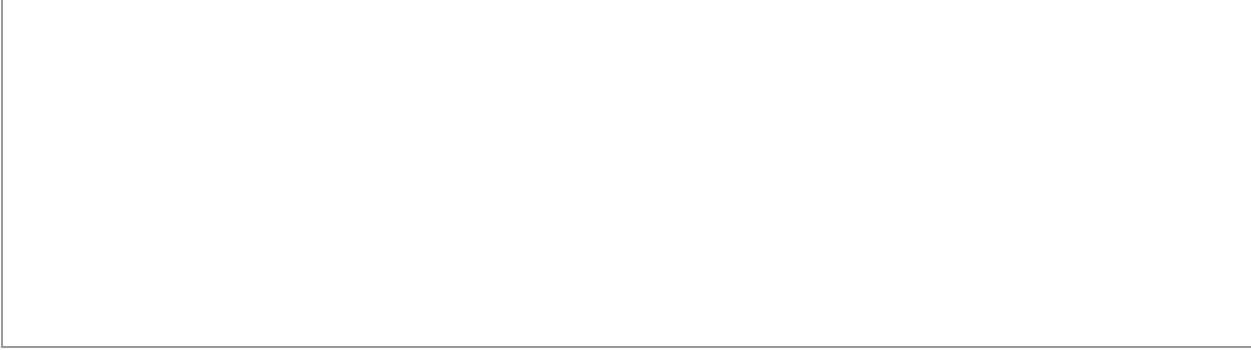


54. Additional feedback and suggestions for Payroll (such as ease of use, usefulness of services, specific processes, etc.):

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57. Additional feedback and suggestions for Public Affairs (such as ease of use, usefulness of services, specific processes, etc.):

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60. Additional feedback and suggestions for Publications Services (such as ease of use, usefulness of services, specific processes, etc.):

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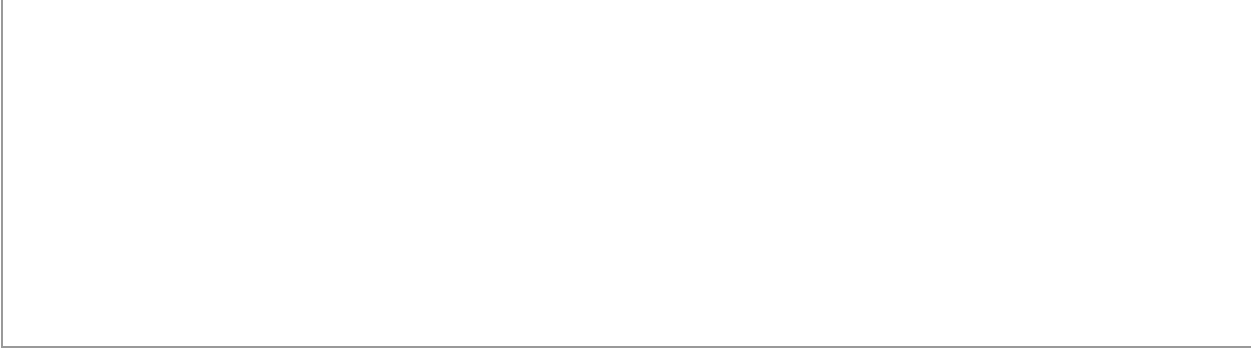


63. Additional feedback and suggestions for Purchasing Services (such as ease of use, usefulness of services, specific processes, etc.):

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66. Additional feedback and suggestions for the Research Department (such as ease of use, usefulness of services, specific processes, etc.):

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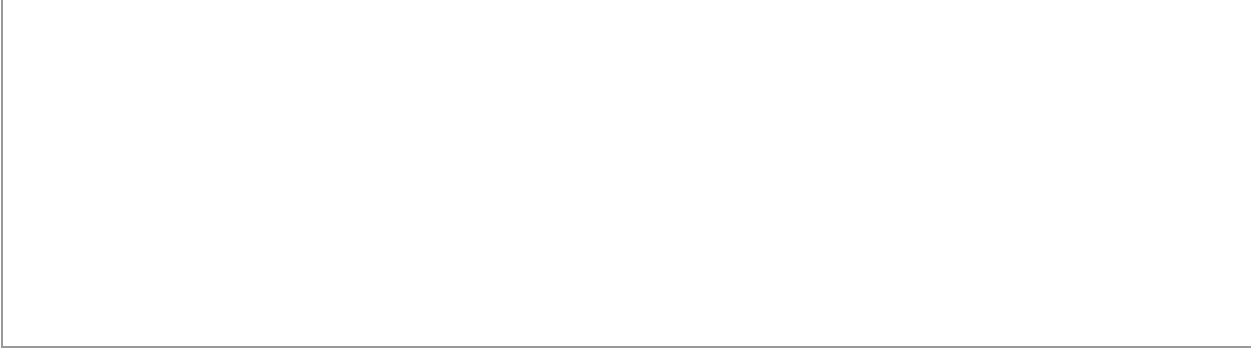
69. Additional feedback and suggestions for Resource Development (such as ease of use, usefulness of services, specific processes, etc.):

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72. Additional feedback and suggestions for Risk Management (such as ease of use, usefulness of services, specific processes, etc.):

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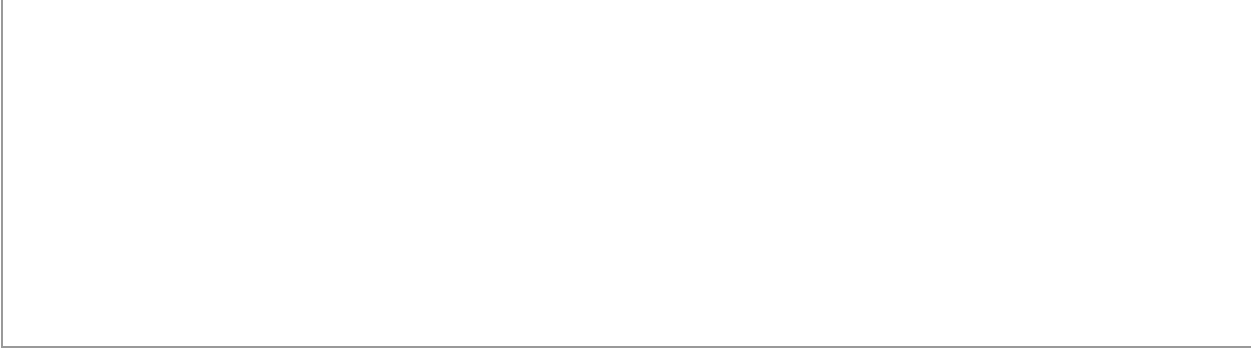


75. Additional feedback and suggestions for Safety and Security (such as ease of use, usefulness of services, specific processes, etc.):

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78. Additional feedback and suggestions for the Student Business Office (such as ease of use, usefulness of services, specific processes, etc.):

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81. Additional feedback and suggestions for the Warehouse & Receiving Services (such as ease of use, usefulness of services, specific processes, etc.):

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84. Additional feedback and suggestions for Web Development (such as ease of use, usefulness of services, specific processes, etc.):

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**RSCCD Resource Development Grant Development Schedule**

<b>Grant</b>	<b>District/College</b>	<b>RSCCD Goals</b>	<b>Due</b>	<b>Status</b>	<b>Expected Notification Date</b>	<b>Match</b>	<b>If awarded ...</b>	<b>Institutional-ization?</b>
<b>Submitted</b>								
<i>Beverage Container Recycling Grant Program \$50,000 - \$250,000 (CA Dept. of Resources Recycling and Recovery)</i>	DO – Tracy Conner	Goal #5	July 7 <sup>th</sup>	Submitted	Two cycles: December 2016 and August 2017	No	Implement a beverage container recycling and litter reduction program to promote increased recycling of beverage containers and reduce litter.	The containers and related items will purchased will remain in use
<i>EHS Child Care Partnerships \$1.5-2 million (U.S. Dept. of Health &amp; Human Services)</i>	DO – Janneth Linnell	Goals #1 and #2	August 1, 2016	Submitted	September 2016	Yes 20%: consists of state-funded staff & unclaimed indirect	Expand child care services through partnerships with service providers and referral organizations, and home-based child care providers.	No
<b>November 2016</b>								
<i>Community College Initiatives \$100,000 (National Endowment for the Humanities)</i>	SCC - Jared Kubicka-Miller	Goal #4	Pre-proposal due 11/1/16; Proposal due 1/12/17	Submitted pre-proposal	Late-spring 2017	No	Implement a multi-disciplinary project to engage students in building critical thinking and communication skills by exploring the theme of “First Generation Women & Power.”	No
<i>Upward Bound – Regular \$1,250,000 (U.S. Dept. of Education)</i>	SAC – Romelia Madrigal	Goals #1, #2, and #4	November 28, 2016	Writing	August 2017	No	Provide college and career preparation and planning services for low-income & at-risk Santa Ana high school students.	No
<b>December 2016</b>								
<i>Zero-Textbook-Cost Degree Grant Program (Chancellor’s Office) Up to \$35,000 for planning and Up to \$150,000 for Implementation</i>	SAC – Cherylee Kushida  OEC – Angela Guevara	Goals #3 and #4	December 12, 2016 (potentially four applications)	Planning	December 16, 2016	No	Develop a plan or implement a project to offer a Zero-Textbook-Cost Degree Program	Yes. Continue to offer courses using OER for no-cost.

### RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Song Brown Capitation (Nursing) 2017-2019</i>	SAC – Becky Miller	Goals #3 and #4	December 15, 2016	Planning	February 2017	Yes: 20%	Instructional and support services will be provided to increase retention, achievement and completion of SAC’s nursing program, especially for under-represented and disadvantaged students.	No.
<i>Minority Science &amp; Engineering Improvement Program (MSEIP) (U. S. Department of Education) Up to \$750,000 over 3 years</i>	SAC – Crystal Jenkins	Goals #3 and #4	December 20, 2016	Planning	Summer 2017	No	Project to improve success in chemistry courses thereby improving persistence and completion of science programs and degrees.	No.
<b>January 2017</b>								
<i>Community College Initiatives (National Endowment for the Humanities) \$100,000</i>	SCC - Jared Kubicka-Miller	Goal #4	Pre-proposal due 11/1/16; Proposal due 1/12/17	Planning	Late-spring 2017	No	Implement a multi-disciplinary project to engage students in building critical thinking and communication skills by exploring the theme of “First Generation Women and Power.”	No
<i>College Assistance Migrant Program \$2,125,000 (U.S. Dept. of Education)</i>	SCC – Deisy Covarrubias	Goals #1, #2 and #4	Due date expected in January	Planning	August 2017	No	Engage in outreach and recruitment of children of migrant families, and provide extensive educational and support services during their first year in college.	No
<i>Upward Bound Math &amp; Science \$1,250,000 (U.S. Dept. of Education)</i>	SCC – Maggie Cordero	Goals #1, #2, and #4	Due date expected in January	Planning	August 2017	No	Provide college & career preparation & planning services for low-income & at-risk OUSD high school students who intend to pursue STEM majors	No

### RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Veterans Upward Bound \$1,250,000 (U.S. Dept. of Education)</i>	SAC – Brenda Estrada	Goals #1, #2, and #4	Due date expected in January	Planning	August 2017	No	Provide college and career preparation and planning services for veterans.	No
<b>Spring 2017</b>								
<i>Child Care Access Means Parents in School Program \$520,000 per campus (U.S. Dept. of Education)</i>	DO – Janneth Linnell	Goal #4	Early spring 2017	Planning	August 2017	No	Provide child care services to low-income parents enrolled at Santa Ana College or Santiago Canyon College.	No
<b>Spring 2017</b>								
<i>Procurement Technical Assistance for Business Firms \$300,000/yr for 3 years (Defense Logistics Agency Office of Small Business Programs.)</i>	DO – Leila Mozaffari	Goal #2	May 3, 2017	Decided not to pursue	Unknown until submission date set by funder	Yes: 50% Consists of SBDC staff, and leveraged state and local projects	Provide technical assistance to small businesses to assist them in procuring government contracts.	No