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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, March 21, 2018**

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

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

- I. MINUTES FOR REVIEW AND APPROVAL** – November 29, 2017
- II. TITLE IX - REORG #1060** - Enrique Perez
- III. REPORT FROM DISTRICT COUNCIL** – March 5, 2018 - Enrique Perez
- IV. UPDATE ON STRATEGIC PLANNING** – Enrique Perez
- V. GUIDED PATHWAYS** – Enrique Perez
- VI. PLANNING UPDATES AT THE COLLEGES**
  - a. Santiago Canyon College
  - b. Santa Ana College
- VII. GRANT DEVELOPMENT SCHEDULE** (Information) - Enrique Perez
- VIII. OTHER**

*NEXT MEETING:*

***Wednesday, April 25, 2018***

**POE COMMITTEE MEMBERS:**

Noelle Chase • Michael DeCarbo • Dimitri English • Dr. Marilyn Flores • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sean Small • Mark Smith • Aaron Voelcker • Monica Zarske

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

**RSCCD Goal 1**

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

**RSCCD Goal 2**

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

**RSCCD Goal 3**

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

**RSCCD Goal 4**

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

**RSCCD Goal 5**

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



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

### ***DRAFT - MINUTES***

Wednesday, November 29, 2017 - Time: 3:30pm-5:00pm  
District Office – Santa Ana Room #103

#### **MEMBERS PRESENT:**

Michael DeCarbo, Dimitri English, Dr. Marilyn Flores, Enrique Perez, Nga Pham, Kristen Robinson, Craig Rutan, Mark Smith, Aaron Voelcker, and Monica Zarske

**Staff:** Patricia Duenez

**Not Present:** Noelle Chase

Mr. Perez called meeting to order at 3:33pm

#### **I. MINUTES FOR REVIEW AND APPROVAL – October 25, 2017**

A correction was made to include Mr. English as he was present at the October 25 meeting. It was moved by Mr. DeCarbo, seconded by Ms. Zarske and carried to approve the October 25, 2017 minutes with noted correction.

#### **II. TITLE IX JOB DESCRIPTION-District Administrator for Institutional Equity, Compliance, and Title IX**

Mr. Perez passed out the updated job description. Dr. Flores mentioned that the Human Resource Committee is also reviewing the position.

#### **III. REPORT FROM DISTRICT COUNCIL – November 6, 2017**

Mr. Perez reported on the November 6, 2017 District Council meeting.

#### **IV. 2016-2019 DISTRICT WIDE STRATEGIC PLAN**

##### **a. Strategize - Updates to Board, February 2018**

To assist the discussion, Ms. Pham provided a handout of the strategic plan with data metrics to assess the objectives and responsible parties. Ms. Pham asked for guidance on what should be presented at the update session to the Board. Because this is the implementation year, it was decided that we should share the data metrics that were identified since the last updates in February 2017 and that additional information will be presented next year.

##### **b. Strategic Plan Progress Report - Next steps**

Ms. Pham asked for college representative to partner in collecting data and analysis for the progress report to accompany the presentation. After a thorough discussion, committee decided that we should only ask responsible parties to assess their objective at the end of

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the 3-year cycle. Committee also want to see what the IEPI PRT recommends about our current strategic planning process and how it impact our current process.

**V. IEPI PRT TEAM UPDATE**

Mr. Perez provided an update on the team members of the workgroup that the Chancellor put together. The second visit is being planned for and will take place on Wednesday, December 6<sup>th</sup>.

**VI. LAO FISCAL OUTLOOK REPORT**

Mr. Perez provided the handout California Community Colleges 2018-2019 Budget & Legislative Proposal and referred the committee to FRC's page on the RSCCD website for links to this report as well as the Legislative Analyst's Office 2018-2019 California's Fiscal Outlook and the 2018-2019 Budget: Proposition 98 Outlook reports. He will send the committee links to these reports.

**VII. PLANNING UPDATES AT THE COLLEGES**

**a. Santiago Canyon College**

Mr. Voelcker provided a report on Santiago Canyon College.

**b. Santa Ana College**

Ms. Zarske provided a reported on Santa Ana College.

**VIII. GRANT DEVELOPMENT SCHEDULE - Enrique Perez**

Mr. Perez reviewed the grant schedule. Discussion ensued. It was suggested to add a 'renewal' note of the grants that are being renewed. Future grant schedules will have and additional information item of 'Upcoming Grant Opportunities'.

There was a question on SCC's Apprenticeship CyberSecurity grants. Mr. Perez will follow up with Director of ICT/Digital Media Initiative, Steve Linthicum.

**IX. OTHER**

Mr. DeCarbo and Ms. Zarske reported on the Guided Pathways Project. The report has a December 23<sup>rd</sup> deadline. The assessment findings will be brought up at SCC's Academic Senate Retreat. Mr. Smith will report back on research made on other district's Guided Pathways reports, ex. Riverside City College.

It was suggested and agreed that Guided Pathways will be a standing agenda item for discussion at future meetings.

The next meeting is scheduled for February 28, 2017.

Mr. Perez called the meeting adjourned at 4:33pm

**Approved:** \_\_\_\_\_

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**REORGANIZATION REQUEST FORM**

Number # 1060  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office / Human Resources

Manager/Supervisor: Judy Chitlik

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
N/A	District Administrator Institutional Equity, Compliance and Title IX

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 222,984.17 \$229,175  
 Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): Cost of this position will be added to budget assumptions of the 18/19 budget as a new ongoing cost.  
(Attach necessary budget change forms)

Reason for reorganization:

Over the past number of years there has been a significant increase in compliance related to equal employment, litigation, Title 5, ADA and Title IX. This increased regulatory requirements has placed significant pressure on HR and current staff. As a result, there is a need for an additional high level administrator to deal with these requirements. This new position will assume responsibility for the regulatory requirements, discrimination investigations, Title IX investigations and training across the District. They will also be identified as the ADA coordinator and the Title IX coordinator for the District.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

Does this change affect more than one department/division? No  Yes  If yes, please explain below.

**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Judy Chitlik Date: 12-7-17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Austri Wult</u> <u>12/7/17</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <u>12/13/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <u>12/18/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	District Administrator Institutional Equity/Compliance and Title IV		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Estimate A/4	\$ 12,698.12	12	\$ 152,377.44

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	15.531%	23,665.74	
SOCIAL SECURITY	6.200%	9,447.40	
MEDICARE	1.450%	2,209.47	
UNEMPLOYMENT	0.050%	76.19	
WORKERS COMP	2.250%	3,428.49	
ACTIVE RET. INS. COST	3.630%	5,531.30	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>29.111%</b>	<b>\$ 44,358.59</b>	<b>\$ 44,358.59</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 196,736.03</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.050%	-	
WORKERS COMP	2.250%	-	
ACTIVE RET. INS. COST	3.630%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>13.580%</b>	<b>\$ -</b>	<b>\$ -</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 152,377.44	347.42	
MEDICAL INSURANCE (see below)		32,091.72	
<b>TOTAL INSURANCE COST</b>		<b>32,439.14</b>	<b>\$ 32,439.14</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 229,175.17</b>
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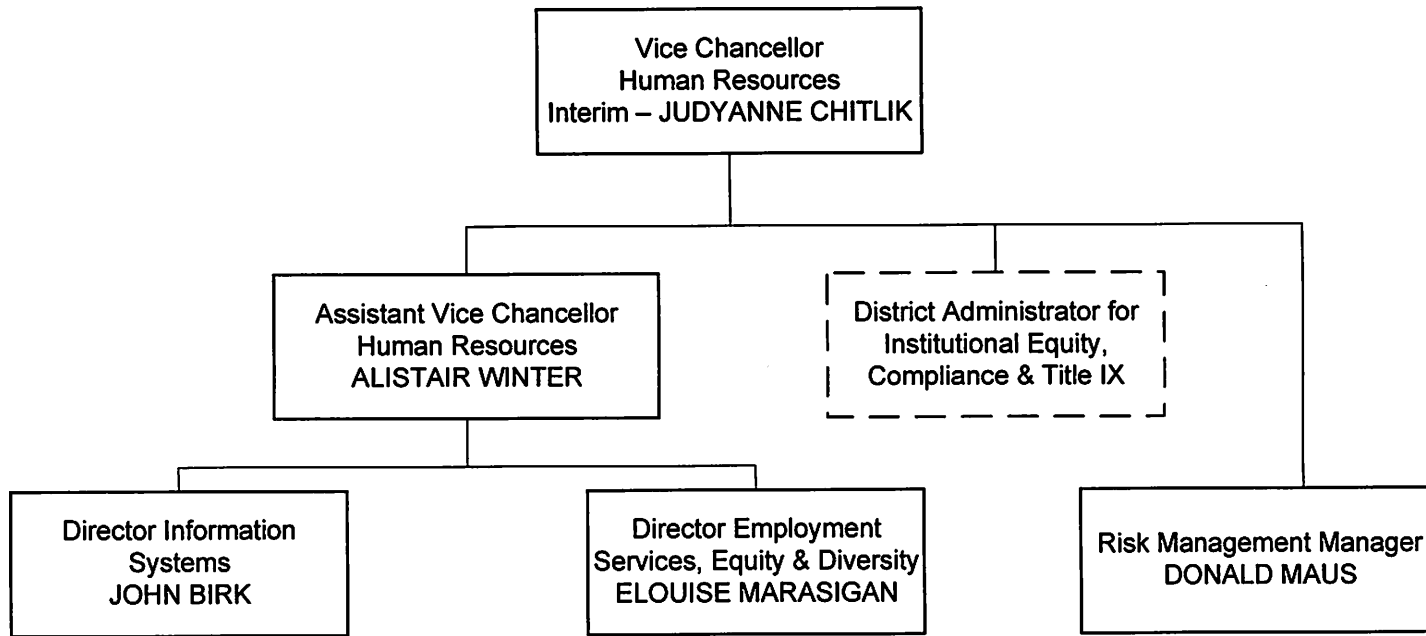
BENEFITS =	\$ 76,797.73
BENEFIT COST AS A PERCENT OF CONTRACT =	50.40%

Admn., Superv/Mang. & Conf. (including Fringe amount)	32,091.72
CSEA	26,974.32

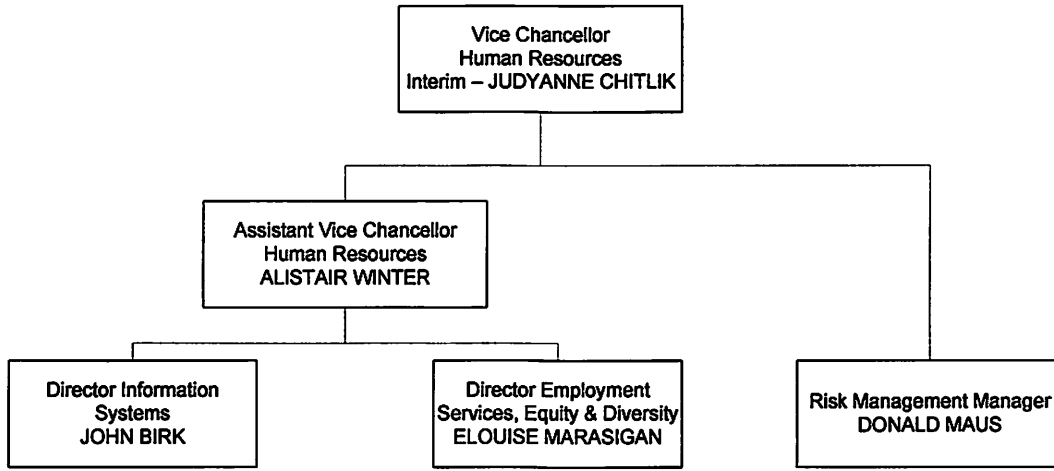
**Rancho Santiago Community College District**

**HUMAN RESOURCES & RISK MANAGEMENT  
DEPARTMENT**

DRAFT 11/01/17



**Rancho Santiago Community College District**  
**HUMAN RESOURCES & RISK MANAGEMENT**  
**DEPARTMENT**





### RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	College authorized submission
<b>Submitted</b>									
<i>Humanities Initiatives at Hispanic Serving Institutions (National Endowment for the Humanities)</i> \$100,000 each program	SCC: Marilyn Flores, Narges Rabii-Rakin (MUN)	Goal #1, #3 and #4	6/22/17	<b>UPDATE: Not awarded.</b>	December 2017	No	Engage students in enriched MUN and Forensics activities to strengthen the application of knowledge and skills of the humanities disciplines.	No	Yes
<i>Song Brown Nursing Grants Capitation (\$200,000/yr) &amp; Special Program (\$125,000/yr)</i>	SAC – Becky Miller	Goals #1, #2, #3 and #4	11/14/17	<b>UPDATE: Awarded.</b>	February 2017	No	Provide clinical training and education in under-served areas, and Improve matriculation and pipeline (e.g., ADN to BSN).	No	Yes
<i>California Apprenticeship Initiative –Pre-Apprenticeship Grant CCCCCO</i> \$500,000	DO – DSN ICT, Steve Linthicum SAC – Bart Hoffman	Goals #2 and #4	11/15/17	<b>UPDATE: Not awarded.</b>	December 6, 2017	No	Implement a pre-apprenticeship program to prepare high school and community colleges students to enter an ICT and Cybersecurity Apprenticeship program, to connect students to high-wage occupations and address the region’s workforce need.	Successful programs persist: e.g. courses offered, agreements maintained etc.	Yes
<i>Ed Futures – Teacher Preparation Pipeline Project CCCCCO</i> \$30,000 - \$160,000/yr	SAC – Steve Bautista SCC – Janis Perry	Goals #2, #3, and #4	LOI due 10/30/17 App due 12/18/17	<b>UPDATE: Awarded.</b>	January 2018	Yes. 1:1. Plan to use SWP-Reg. Funds from Teacher Prep Pathway project	SAC and SCC will lead a multi-college network to take to develop and improve the TPP programs.	Programs developed will persist	Yes
<i>Title V Eligibility &amp;</i>	SAC	N/A	January	Submitted	March 2018	N/A	Annual application	No	N/A

## RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	College authorized submission
<i>Match Waiver Application U.S. Department of Education</i>	SCC		2018				required for colleges to be eligible to apply for federal Title III and Title V grants, and to waive the match requirement for federal grant awards, e.g., federal financial aid received by the colleges.		Annual eligibility application
<b>Spring 2018</b>									
<i>Sector Navigator – Information &amp; Communications Technologies (ICT)/Digital Media (CCCCO) \$372,000</i>	DO – Enrique Perez	Goal #2	3/16/18	Submitted	June 2018	Yes. 1:1. 100% 3 <sup>rd</sup> party in-kind	Implement a statewide project to support ICT/Digital Media program development that is well-aligned with industry & increases completion & job attainment.	No	Yes
<i>Sector Navigator – Retail, Hospitality and Tourism (RHT) (CCCCO) \$372,000</i>	DO – Enrique Perez	Goal #2	3/16/18	Submitted	June 2018	Yes. 1:1. <i>Required match consists of match- funded program support staff (32.5%); waived indirect cost (21.9%); and third party in-kind contribution (45.6%).</i>	Implement a statewide project to support RHT program development that is well-aligned with industry & increases completion & job attainment.	No	Yes
<i>Key Talent Administration and Sector Navigator – ICT/Digital Media Fiscal Agent</i>	DO – Enrique	Goal #2	4/6/18	Considering	April 13, 2018	No	Provide coordination, facilitation and technical assistance services for the Sector Navigator – ICT/Digital Media.	No	N/A until opportunity identified

## RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	College authorized submission
<i>Perkins IV – Career Technical Education Act Funds Annual renewal application \$1 million +</i>	SAC – Bart Hoffman, Kim Matthews SCC – Von Lawson, Elizabeth Arteaga	Goals #1, #2, #4 and #5	5/15/18	Planning	July 2018	No	Develop and improve the colleges’ CTE programs to improve student achievement in those programs and attainment of employment, esp. for non-traditional students.	No. But 3-year limit on cont. activities charged to the grant.	Yes
<i>Various Foundation grants to Support Model United Nations Program</i>	SCC – Marilyn Flores & Narges Rabii-Rakin	Goals #1, #3, and #4	No dead-line. Submit LOI to be invited to submit full app.	Planning	NA	No	Support applied learning of critical thinking, problem solving, communication and negotiation skills through students’ participation in MUN competitions.	No	N/A until opportunity identified
<i>Various Foundation grants to Support Forensics Program</i>	SCC – Jared Kubicka-Miller	Goals #1, #3, and #4	No dead-line. Submit LOI to be invited to submit full app.	Planning	NA	No	Support applied learning of critical thinking, problem solving, communication and negotiation skills through students’ participation in MUN competitions.	No	N/A until opportunity identified

- **Upcoming Grant Opportunities**

- National Science Foundation *Improving Undergraduate STEM Education* (Development proposals due December 2017 and December 2018; Exploration and Design proposals due from October 2017 through October 2018). Sent info to the President, CIO and Dean, Math & Science at each college.