Board Policy and Administrative Regulation Process

The Rancho Santiago Community College District has aligned its board policies and administrative regulations with the Community College League of California (CCLC) Policy and Procedure Service. As a subscriber to this service, RSCCD has access to templates for board polices and administrative regulations that can be personalized by the district. In addition, RSCCD receives updates in the spring and fall of each year with proposed revisions to reflect recent legal revisions.

Responsibility

The district's board policies and administrative regulations are organized into seven sections:
1. The District
2. Board of Trustees
3. General Institution
4. Academic Affairs
5. Student Services
6. Business and Fiscal Affairs
7. Human Resources

Each section has a primary "business owner" who is responsible for maintaining the existing policies and regulations, reviewing proposed amendments from CCLC and assisting the board policy committee with the development of new policies within the area of responsibility.

The assigned "business owners" are:
1. The District   Chancellor
2. Board of Trustees   Chancellor
3. General Institution   Vice Chancellor of Educational Services
4. Academic Affairs   President – Santa Ana College
5. Student Services   President – Santiago Canyon College
6. Business and Fiscal Affairs   Vice Chancellor, Business Operations/Fiscal Services
7. Human Resources   Vice Chancellor, Human Resources

Process

Board Policies
Revisions to existing board policies and/or development of new board policies originate from the business owner. The business owner insures that both colleges have input into any revision or new board policy and submits the agreed upon policy to the Chancellor's Cabinet for review and comment.

The Chancellor's Cabinet will review and forward the board policy to the District Council for review and recommendation to the Chancellor.

Upon recommendation from District Council, the Chancellor works with the Chair of the Board Policy Committee to convene a meeting to review the revised and/or new board policy and recommend to the full board for approval.

The board will place on their meeting agenda a first reading of any revised and/or new board policy. At the subsequent meeting, the board policy will be placed on the agenda for approval.

Once approved/adopted, the board policy becomes effective and is posted to the district website: https://www.rsccd.edu/Trustees/Pages/policies-and-regulations.aspx

Administrative Regulations
Revisions to existing administrative regulations and/or development of new administrative regulations originate from the business owner. The business owner insures that both colleges have input into any revision or new administrative regulation and submits the agreed upon administrative regulation to the Chancellor's Cabinet for review and comment.

The Chancellor's Cabinet will review and forward the administrative regulation to the District Council for review and approval.

Upon approval from District Council, the administrative regulation becomes effective and is posted to the district website:
https://www.rsccd.edu/Trustees/Pages/policies-and-regulations.aspx

Notification
Once a board policy and/or administrative regulation is posted to the district website, an email is sent out to Management Council to advise them of the update to the website.

Support

The Executive Assistant to the Chancellor is responsible for supporting the board policy and administrative regulation process. This includes, but is not limited to:

- Receiving the biannual updates and revisions from CCLC and routing the relevant policies/regulations to the appropriate business owner.
- Tracking recommended changes through the review and revision process to District Council and, if appropriate, the Board Policy Committee and Board of Trustees.
- Preparing docket items regarding proposed policy revisions.
- Maintaining and updating the policies and regulations on the RSCCD website.
- Sending notification to the Management Council about new/revised policies and regulations that are posted to the RSCCD website.

IEPI

INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

Participate | Collaborate | Innovate

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan**
Date: 07-02-18

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of District-wide Strategic Plan and Educational Master Plans	POE	Fall 2018	1. POE establishes sub-committee to work on matrix 2. Subcommittee creates, refines, and obtains approval of matrix 3. Disseminate information district-wide	1. Subcommittee set 2. Matrix created and approved 3. Matrix disseminated	
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	Fall 2018	1. Set date for retreat 2. Invite all participatory governance committees 3. Develop communication plan to disseminate information on retreat (purpose, etc.) 4. Hold retreat 5. Document and disseminate results 6. Incorporate findings into planning processes at DO, SAC, and SCC	1. Date set 2. Invitations issued 3. Communication plan finalized 4. Retreat held 5. Results disseminated 6. Retreat findings incorporated into all three planning processes	
A. Strategic Planning	3. Update Function Map	POE	Fall 2018	1. POE establishes sub-committee to work on updates 2. Subcommittee updates and obtains approval of updates 3. Disseminate information district-wide	1. Subcommittee set 2. Function map updated and approved 3. Function map disseminated district-wide	

	Area of Focus		Objectives	Responsible Person(s)	Target Date for Achievement		Action Steps		Measure of Progress	Status As of Date:
A.	Strategic Planning	4.	Identify and Address Gaps Between District-wide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	Fall 2018	1. 2. 3. 4.	Establish DO/SAC/SCC committee to identify gaps Committee identifies gaps, and recommends approaches to addressing them Applicable committees address the identified gaps Conduct new environmental scan if committee determines necessary	1. 2. 3. 4.	Committee set Gaps identified and recommendations made to applicable committees Gaps addressed by committees and progress report made to DC New environmental scan conducted (if needed)	
B.	Enrollment Management	1.	Clarify DO role in Enrollment Management	Committee members identified in retreat	Spring 2019	1. 2. 3. 4.	Establish committee Discuss in DC, POE and district curriculum committee Delineate, document, and disseminate DO role Incorporate DO role as applicable into college and district enrollment management planning processes	1. 2. 3. 4.	Committee set Discussions completed DO role in EM district-wide disseminated DO role incorporated	
B.	Enrollment Management	2.	Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	Spring 2019	1. 2. 3. 4. 5. 6. 7.	Begin conversation at POE as to: (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? Develop multi-pronged approach (more than just software) (a) Determine what other district-wide systems / processes need to be improved / changed. Connect with other colleges on what software has worked for them. Identify and meet with vendors Select, obtain, install, test, and implement software Implement other changes in EM processes as needed Establish schedule for evaluation and improvement going forward	1. 2. 3. 4. 5. 6. 7.	Conversations completed Multi-pronged approach developed; determination made Communications with other colleges completed and information provided to POE. Vendor meetings completed Software obtained and implemented Other necessary changes to EM processes implemented Schedule for ongoing evaluation and improvement set	

	Area of Focus		Objectives	Responsible Person(s)	Target Date for Achievement		Action Steps		Measure of Progress	Status As of Date:
B.	Enrollment Management	3.	Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	Spring 2019	1. 2. 3. 4. 5. 6.	POE establishes sub-committee to conduct review Select applicable districts Conduct systematic review Identify sound practices that fit RSCCD, SAC, and SCC needs Incorporate those practices into EM planning at all three institutions. Establish schedule for evaluation and improvement going forward	1. 2. 3. 4. 5. 6.	Subcommittee set Districts selected Review completed Sound practices identified and reviewed for suitability Practices incorporated into EM plans and implemented. Schedule for ongoing evaluation and improvement set	
C.	Budget Allocation Model	1. 2.	Conduct Internal Review of the BAM and its processes (review of successes and gaps). Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs.	FRC	Fall 2018	1. 2. 3. 4. 5.	Contract consultant Discuss at FRC / DC Discuss with stakeholder unions Conduct both internal reviews and recommend BAM improvements as needed Assess/identify minimum funding necessary to ensure success of program/service.	1. 2. 3. 4. 5.	Consultant contracted Discussions with FRC / DC completed Discussions with stakeholder unions completed Internal reviews completed and recommendations made to DC Minimum funding identified	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Review and study conducted, and findings documented 3. Discussions completed 4. Recommendations made 5. Implementation approach and schedule finalized 6. Improvements implemented according to schedule 7. Schedule for ongoing evaluation and improvement set	
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	Fall 2018	1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus (Copy from table above.)	Applicable Objective(s) (Copy from table above.)	Description of Resource Needed (Refer to Action Steps above as appropriate.)	Cost of Resource
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	$100,000
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	$60,000
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	$30,000
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	$10,000
Total IEPI Resource Request (not to exceed $200,000 per college)			$200,000

Approval	
Chief Executive Officer	
Name: Raul Rodriguez, Ph.D.	
Signature or E-signature:	Date: 7/20/18

Collegial Consultation with the Academic Senate
Academic Senate President, Santa Ana College (As applicable; duplicate if needed for district-level I&EP)
Name: Monica Zarske
Signature or E-signature: _____ Date: 8/13/18
Academic Senate President, Santiago Canyon College (As applicable; duplicate if needed for district-level I&EP)
Name: Michael DeCarbo
Signature or E-signature: _____ Date: 8/13/18