

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, November 19, 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. October 22, 2025, regular meeting
- 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**
- V. *DSO REQUESTS FOR RESOURCE ALLOCATIONS (RARs) 2025-2026 – Information / Discussion**
 - a. Business Services: 1) District Safety Officer, Senior Armed
 - b. Educational Services: 1) Public Affairs/Publications-Communications Specialist, 2) ITS-Technical Specialist, 3) ITS-Helpdesk Analyst, 4) ITS-Technical Supervisor
 - c. Human Resources: 1) Director
- VI. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – Information / Discussion**
- VII. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- VIII. OTHER**

NEXT MEETING: Wednesday, December 17, 2025, 3:30 pm -virtual by Zoom

**attachment provided*

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

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, October 22, 2025, 3:30 pm – 5:00 pm virtual by zoom

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:34 pm.

Members present: Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Tara Kubicka-Miller • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Yajaira Velazquez

Guests: Iris Ingram, Dr. Annebelle Nery
Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – ACTION

a. September 24, 2025, regular meeting

It was moved by Mr. Beyersdorf; seconded by Ms. Kubicka-Miller to approve the September 24, 2025. The motion passed.

III. DISTRICT COUNCIL - Information

a. October 6, 2025, meeting: cancelled

b. Next meeting: Monday, November 3, 2025

Mr. Perez reported on next scheduled meeting for District Council.

IV. UPDATE TO RUBRIC FOR PLANNING DESIGN MANUAL – Information

Ms. Pham shared screen and reported on the updated Flowchart, Appendix 5 for the Planning Manual. Related to the Rubric, the Rubric Taskforce (Ms. Pham, Mr. O'Connor, Ms. Coyne) agreed it would be applicable for the Vice Chancellors to prioritize the Resource Allocation Requests. Vice Chancellor Ingram shared the three-vice chancellors could convene either within Chancellor's Cabinet or outside of Cabinet to come up with criteria and ranking need and importance.

Conversation ensued and feedback was provided on the Flowchart.

Ms. Pham will update the Planning Manual with updates including updates for the Flowchart; the Rubric will be removed from the Planning Manual. The DSO Planning Portfolio's cycle starts again in January. The November POE will include the Planning Manual as an action item.

V. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – Discussion

Ms. Coyne reported the BP/AR Taskforce is in the process of scheduling a meeting. Taskforce members include Ms. Coyne, Mr. Rutan, Mr. O'Connor, Ms. Pleitez and 2 student representatives.

VI. *REVIEW OF COMMITTEE ROLES AND RESPONSIBILITIES AND 2024-26 GOALS – Discussion

Ms. Pham shared screen and reported on POE's responsibilities and membership from the Planning Manual. Discussion ensued and feedback was provided along with revisions.

Ms. Pham will update file to include in the Planning Manual.

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

Ms. Duenez will share the file Educational Comprehensive Plans Implementation Timeline with the committee. The Timeline shows quarterly reporting by VC of Educational Services to Chancellor's Cabinet, as provided by the colleges/DSO leads.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Mr. Perez reported on the grant schedule and shared updates on federal grants, communication with the White House, and earmarks that have moved to a 2nd phase. **Mr. Perez** will share updates to POE as progress develops.

VIII. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – TIMELINE & QUARTERLY REPORT OUT - Information

a. June 19, 2025, Deadline: Updates from College/DSO leads (Chancellor's Cabinet Report Out June 23, 2025, by VC Perez)

b. October 23, 2025, Deadline: Updates from College/DSO leads (Chancellor's Cabinet Report Out October 27, 2025, by VC Perez)

Ms. Pham shared Mr. Perez has a report out to Chancellor's Cabinet scheduled for Monday.

Ms. Duenez will forward the outline with POE.

Mr. Perez tasked himself to reach out to Asst. VC Gonzalez on NUventive and the possibility of combining the 2 accounts of the colleges into one district account and add DSO to the account.

IX. OTHER

Mr. Perez reported the DSO 2025-26 Resource Allocation Requests will be on the November agenda. Positions on the agenda will be those that did not move forward from last cycle of requests.

Ms. Pham will work with Research colleagues at the campuses related to the IRB Institutional Review Board and process.

Mr. O'Connor in CHAT: IRB stands for Institutional Review Board.

It's a committee established by institutions (like colleges, universities, hospitals, or research organizations) to **review, approve, and monitor research involving human participants.**

Here's a breakdown of what it does:

-  **Purpose:** To protect the rights, welfare, and privacy of human subjects participating in research.
-  **Responsibilities:**
 - Review research proposals before the study begins.
 - Ensure that risks to participants are minimized and reasonable.
 - Confirm that informed consent is properly obtained.
 - Monitor ongoing studies for compliance and safety.
-  **Authority:** The IRB can approve, require modifications, or disapprove research projects that involve humans.

Next meeting: The next meeting will be held on Wednesday, November 19, 2025 at 3:30 pm. -virtual by Zoom

Meeting adjourned at 4:27 pm.

Approved: November 19, 2025

**attachment provided*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT 2024-2032 PLANNING PROCESS DESIGN-MANUAL

Board Approved:

POE Approved Revision:

District Council Approved Revision:

District Services and Operations-Office

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.
~~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.~~

TABLE OF CONTENTS

Introduction	2
Overview of the Planning <u>Design Process</u>	3
RSCCD Planning Committees	5
RSCCD Mission Statement	6
Process for Reviewing the Mission Statement	7
RSCCD Comprehensive Master Plan	8
Process for Developing the RSCCD Comprehensive Master Plan	9
RSCCD Strategic Plan	10
Process for Developing the RSCCD Strategic Plan	11
Resource Allocation	12
Process for Allocating Resources	14
Plan Implementation	16
Progress Report on the Comprehensive Master Plan	17
Process for Assessing Progress on RSCCD <u>Goals Strategic Directions</u>	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 <u>District Services and Operations</u> Planning Portfolio ...	27 <u>22</u>
<u>Appendix 2a: Process for Preparing District Services<u>District Services and Operations</u> Planning Portfolios</u>	30-31 <u>24</u>
<u>Appendix 2b: Resource Allocation Request</u>	32 <u>32</u>
<u>Appendix 2c: Process for Resource Allocation Requests (FLOWCHART)</u>	33 <u>33</u>
Appendix 3: District-level Participatory Governance Committees	35 <u>25</u>



INTRODUCTION

The Rancho Santiago Community College District (RSCCD) 2024-2032 ~~2013-2023~~ Planning ~~Process Design~~ Manual is a guide to integrated institutional planning at the district level. The planning processes ensure broad participation in district-level planning and ~~to ensure~~ compliance with the Accrediting Commission for Community and Junior Colleges Standards on institutional planning.

and DSO colleges' goals and objectives.

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

~~Both of the RSCCD colleges, Santa Ana College (SAC), and 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:

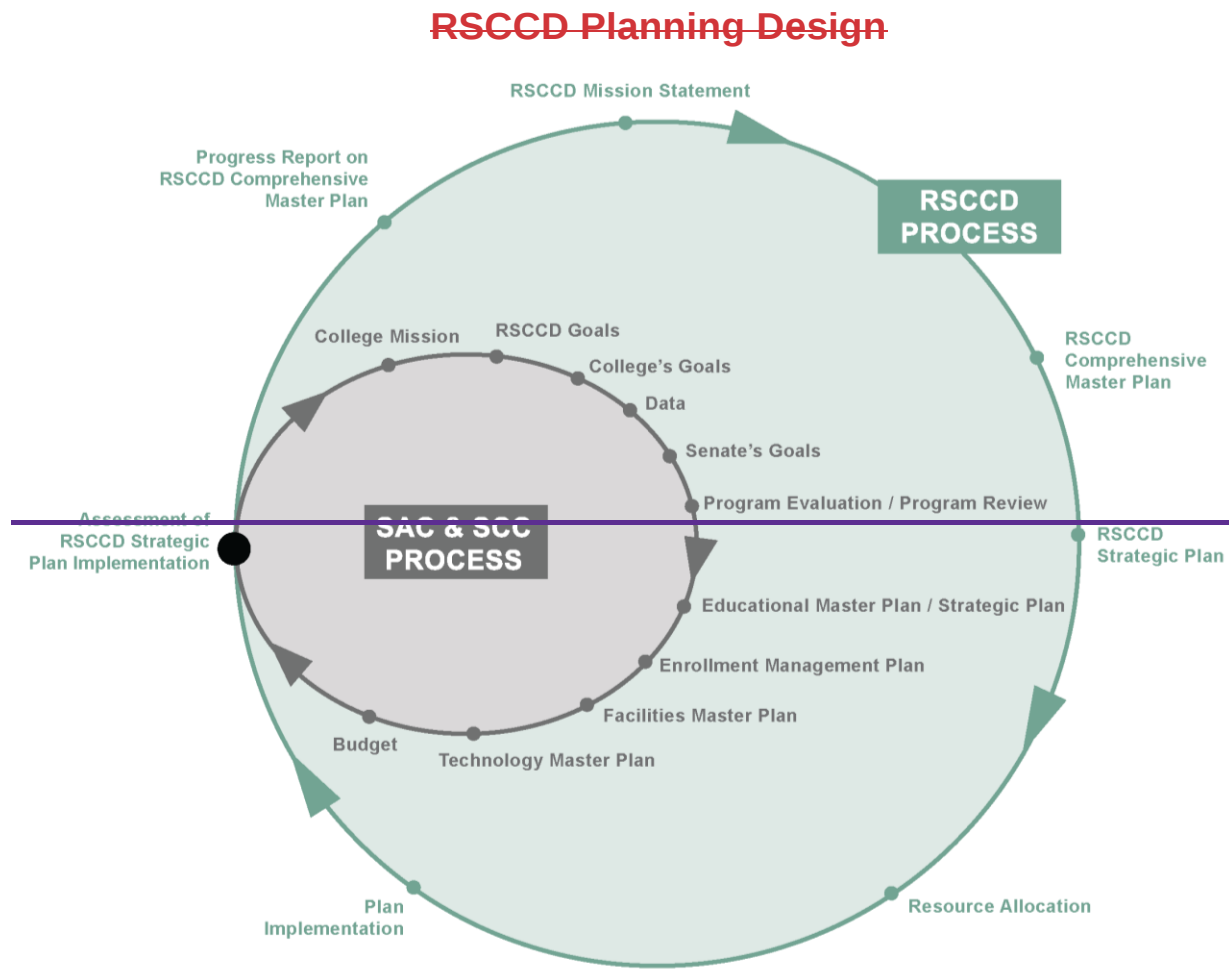
- The RSCCD ~~Goals Strategic Directions~~ are the foundation ~~to~~for planning at SAC, SCC and the DSO District Services & Operations (DSO). ~~the two colleges~~. Each ~~college~~ develops site- specific goals, objectives, and action plans that collectively contribute to the achievement of the RSCCD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

The ~~Rancho Santiago Community College District~~ RSCCD 2024-2032 ~~2013-2023~~ Planning ~~Process Design~~ Manual is reviewed annually to maintain credibility as a valuable resource. This annual update prepared by ~~POE the Planning and Organizational Effectiveness c~~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 document manual are evaluated at the end of the planning ~~108~~-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 document manual. Through these two review processes, one completed on an annual basis and one completed every ~~ten-eight~~ years, this document 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 DESIGN PROCESS

The RSCCD Planning Process Design 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 document manual, RSCCD refers to the entire district collectively as an institution, encompassing the two colleges and the District Services District Services and Operations. ~~The graphic below is followed by a narrative explanation of the district-level planning processes.~~



- ▶ 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 Master 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 108-year **RSCCD Comprehensive Master Plan**. This plan includes summaries of all institutional plans (educational and facilities master plans), developed by the two colleges SAC, SCC, the DSO and the districtwide data. Through the process of developing and refining the comprehensive master plan, the district collaboratively develops RSCCD Goals Strategic Directions to describe how it intends to address the identified current and anticipated challenges. As depicted in the RSCCD Planning Design Process, these RSCCD Goals Strategic Directions are part of the foundation for planning at SAC, SCC and the DSO.~~the two colleges.~~
- ▶ ~~The RSCCD Goals are also used to develop RSCCD Objectives presented in the tri-annual RSCCD Strategic Plan. RSCCD Objectives describe specific initiatives that require the collaboration and coordination of administrators, faculty, and staff across the district in order to move toward achievement of the RSCCD Goals. In addition to the RSCCD Objectives, each site also develops initiatives that contribute to the achievement of RSCCD Goals. These initiatives are documented in the colleges' Education Master Plans and in the District Services District Services and Operations Planning Portfolios.~~
- ▶ Annually, all general funds coming into the district are ~~dispersed~~ disbursed to the colleges and District Services District Services and Operations based on formulas that reflect the Student-Center ed Funding Success-Center Formula (SCFF). Following that allocation, each college and District Service DSO uses 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 Design planning process is **Plan Implementation**, which refers to work by the responsible parties to complete the RSCCD Objectives outlined in the RSCCD Strategic Plan Comprehensive Plan.
- ▶ ~~The Assessment of RSCCD Strategic Plan Implementation is consolidated and documented in the annual report on Planned Activities. This document both summarizes the current achievements and informs the district's planning efforts.~~

The components of the Planning Design planning process summarized in this overview and described in this manual are evaluated on a teneight-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 ~~document~~[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

~~RSCCD established its first district-wide mission statement in fall 2012.~~

~~*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.*~~

The cycle for reviewing and possibly revising the district-wide mission statement is every ~~three~~ 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 ~~MASTER~~ 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 RSCCD Comprehensive Master Plan is a long-term plan that describes the district's projections and goals for the coming decade.~~

The process for developing the RSCCD Comprehensive ~~Master~~ 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 ~~coming decade;~~next eight years;
- ▶ RSCCD ~~Goals~~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 ~~Goals~~Strategic Directions are collaboratively developed and reviewed through district-wide dialogue. Following this review and dialogue, the District Council recommends the RSCCD Strategic Directions ~~Goals~~ to the Chancellor and the Board of Trustees for approval.

The RSCCD Comprehensive ~~Master~~ 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 ~~Master~~ Plan is central to the overall Planning Design~~planning process~~. The RSCCD Goals~~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 Goals~~Strategic Directions~~ as described in the annual progress report.

The *Rancho Santiago Community College District* ~~2013~~ 2024-2032 *Comprehensive ~~Master~~ Plan* is the district's current long-term plan. It was developed during the ~~2012-13~~2023-2024 academic year and

presented to the Chancellor and the Board of Trustees for approval in ~~May 2013~~ June 2024. This plan includes the identification of current and anticipated challenges and opportunities; RSCCD ~~Goals~~ 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 ~~MASTER~~ PLAN

APRIL

The Planning and Organizational Effectiveness ~~c~~Committee calls for the development of the *Rancho Santiago Community College District ~~2023~~ 2032 Comprehensive ~~Master~~ Plan* and develops both a process for preparing the RSCCD Comprehensive ~~Master~~ 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 ~~Master~~ 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 ~~C~~committee distributes drafts of the document district-wide for review and comment at multiple points during this period.



~~MARCH~~ – MARCH – APRIL

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



~~MAY~~ – MAY – NOVEMBER

Members of the District Council distribute the final draft of the *RSCCD Comprehensive ~~Master~~ 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 ~~2023~~ 2032 Comprehensive ~~Master~~ Plan* is recommended to the Board of Trustees for approval.

If the Chancellor does not approve of the *Rancho Santiago Community College District ~~2023~~ 2032 Comprehensive ~~Master~~ Plan*, collaboration and compromise with the District Council continues until approval.

Once agreement is reached, the Chancellor recommends the *Rancho Santiago Community College District ~~2023~~ 2032 Comprehensive ~~Master~~ Plan* to the Board of Trustees for approval.



RSCCD STRATEGIC PLAN

The strategic plan is the district's short-term plan. This plan uses the **RSCCD Goals** as the basis for developing **RSCCD Objectives**.

The RSCCD Objectives describe specific initiatives intended to achieve the RSCCD Goals that require collaboration and coordination among District Services District Services and Operations and college administrators, faculty, and staff. The initiatives developed at each site that contribute to the achievement of the RSCCD Goals are documented in college planning documents and in the District Services District Services and Operations Planning Portfolios.

Since the term of the RSCCD Strategic Plan is three years, there will be three RSCCD Strategic Plans developed under the umbrella of the *Rancho Santiago Community College District 2013 Comprehensive Master Plan*:

RSCCD Strategic Plan 2013—2016

RSCCD Strategic Plan 2016—2019

RSCCD Strategic Plan 2019—2022

The primary components of the *RSCCD Strategic Plan* are described below.

- ▶ **RSCCD Goals** are broad statements that articulate how RSCCD intends to address current and anticipated challenges.
- ▶ **RSCCD Objectives** describe more specifically those initiatives intended to achieve the RSCCD Goals that require collaboration and coordination among District Services District Services and Operations and college administrators, faculty, and staff.
- ▶ **Responsible Party** identifies the individual(s) assigned to launch, oversee, and complete one of the RSCCD Objectives. The responsible individual(s) may complete the RSCCD Objective or may collaborate with others to complete the RSCCD Objective. The assignment of a responsible party is essential for accountability.
- ▶ **Timeline** identifies the target date for the completion of the RSCCD Objective.



PROCESS FOR DEVELOPING THE RSCCD STRATEGIC PLAN

~~FEBRUARY 2013, 2016, 2019~~

~~The District Council appoints an RSCCD Strategic Plan Workgroup to prepare the RSCCD Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022).~~



~~MARCH 2013, 2016, 2019~~

~~The RSCCD Strategic Plan Workgroup reviews the RSCCD Goals in the *Rancho Santiago Community College District 2013 Comprehensive Master Plan* and progress on the RSCCD Objectives in the most recent Progress Report on the RSCCD Comprehensive Master Plan. Based on this review, the RSCCD Strategic Plan Workgroup develops RSCCD Objectives and the corresponding Responsible Parties and Timelines for the next three years.~~



~~APRIL 2013, 2016, 2019~~

~~The RSCCD Strategic Plan Workgroup distributes the draft RSCCD Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022) across the district for review and input.~~

~~The RSCCD Strategic Plan Workgroup uses the feedback from this district-wide review to prepare the final *Rancho Santiago Community College District-wide Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022)* and forwards the final draft to the District Council.~~

~~Members of District Council distribute the final draft of the *Rancho Santiago Community College Districtwide Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022)* to their constituents for review and input.~~

~~The District Council considers the constituents' recommendations, integrates feedback as warranted, and makes a recommendation to the Chancellor.~~

~~If the Chancellor approves of the final document, the *RSCCD Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022)* is presented to the Board of Trustees. If the Chancellor does not approve, collaboration and compromise continues until approved.~~

~~The *RSCCD Strategic Plan 2013 – 2016 (or 2016 – 2019 or 2019 – 2022)* is implemented beginning in the subsequent fall semester.~~



RESOURCE ALLOCATION

Resource allocations must align with the ~~RSCCD Mission Statement and link~~ RSCCD Strategic Directions to ensure institutional planning is driving resource allocation decisions., ~~RSCCD Goals and RSCCD Objectives to the resources needed to accomplish these institutional goals.~~

Generally speaking, the goals and objectives at ~~both district SAC, SCC and the District Services and Operations and DSO college levels~~ 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, Goals and ~~RSCCD Objectives~~;
- ▶ Priorities identified by the district's participatory governance committees that have been vetted and approved by the District Council;
- ▶ ~~A review of the effectiveness of the prior year's resource allocations~~ 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~~ 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, RSCCD Goals and RSCCD Objectives 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 Revenue-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 Fiscal Resources-Planning and Organizational Effectiveness Committee and recommended to ~~the~~ 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
- ▶ Maintenance~~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~~District Services and Operations~~) has developed unique planning processes. ~~Each set of t~~ These processes ~~is are~~ designed ~~so to ensure~~ that RSCCD Goals-Strategic Directions ~~are serve as~~ the ~~basis foundation~~ for site planning and that the resulting plans ~~are provide~~ the basis for resource allocations ~~decisions~~ within ~~that 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 ~~Budget Modification-Resource Allocation Request (RAR) form~~ (APPENDIX 2b). ~~The process for Resource Allocation Requests for districtwide governance committees is outlined in the flowchart (APPENDIX 2c).~~ ~~These Resource budget 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 may prioritize recommendations.

2- Once reviewed, the Resource Allocation Request(s) ~~and are is are~~ submitted to ~~District Council the Planning and Organizational Effectiveness committee~~ for consideration during development of the tentative budget. ~~To make this link between planning and resource allocation transparent, POE uses a Prioritization Rubric (APPENDIX 2d) to prioritize each Resource Allocation Request based on the extent to which it is aligned with current RSCCD Goals and RSCCD Objectives and/or is justified by health or safety concerns. The recommendations included in the Budget Modification form must justify how the modification is aligned and will contribute to the achievement of RSCCD Goals and RSCCD Objectives.~~ District Services and Operations (DSO) share with each College President for presentation and discussion through their respective College Governance processes.
3. Once POE will vote on the RARs. If there are drastic changes to the colleges' recommendations, completes the prioritization process, 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 a 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. ~~Once funding recommendations are received from the five district committees, District Council is responsible for ensuring that resources are aligned to overall planning and allocated to initiatives that contribute to the achievement of RSCCD Goals and RSCCD Objectives. To make this link between planning and resource allocation transparent, District Council uses a Budget Modification Rubric to prioritize each Budget Modification Recommendation based on the extent to which it is aligned with current RSCCD Goals and RSCCD Objectives and/or is justified by health or safety concerns. District Council then reviews and acts on the proposal should funding not be available to meet the needs of all requests.~~
- ~~3.5. District Council reviews the updated budget assumptions from FRC to ensure alignment with RSCCD Mission, Strategic Directions, Goals, and Objectives 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. District Council then assigns the Chancellor's Cabinet to review and recommend the source and use of funds for the prioritized recommendations, including contributions from the other budget centers and/or the re-allocation of funds. District Council then reviews and acts on the proposal should funding not be available to meet the needs of all requests.~~
- 4.6. 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, Goals, and Objectives, along with identification of specific budget items that directly support them, where appropriate. ~~To provide the opportunity for Board oversight of the RSCCD Goals, when the tentative and final budgets are presented to the Board each June, the presentation includes a review of the RSCCD Mission Statement, the RSCCD Goals and RSCCD Objectives as well as the identification of specific budget items that directly relate to the RSCCD Goals and RSCCD Objectives where appropriate.~~
- ~~5.7. To ensure effective allocation of resources, this process and the prioritization rubric shall be reviewed annually by POE.~~



PROCESS FOR ALLOCATING RESOURCES DISTRICTWIDE

OCTOBER

Board of Trustees' annual planning meeting includes a review and discussion of progress towards achieving RSCCD Goals-Strategic Directions and RSCCD-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 ~~C~~committee and District Council review the Governor's proposed state budget.

Through the spring, the Fiscal Resources ~~C~~committee monitors changes in the forecasts for state allocations and ~~revises the general and revenue~~ begins to develop budget assumptions as warranted. ~~Any changes are submitted to the District Council for review and input.~~



FEBRUARY

Fiscal Resources ~~C~~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 Revenue-Budget Allocation Model and develop a tentative budget for that site.



~~APRIL~~

~~The five district committees (Planning and Organizational Effectiveness Committee, Fiscal Resources Committee, Human Resources Committee, Physical Resources Committee, and Technology Advisory Group) draft expenditure assumptions as well as complete Budget Modification forms for initiatives that require additional resources. The Budget Modification form requires the committee to justify the~~



~~recommendation by describing how the modification is aligned and will contribute to the achievement of RSCCD Goals and RSCCD Objectives.~~

~~The five district committees submit their Budget Modification recommendations to District Council.~~

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 ~~revised~~ tentative budget to District Council.

District Council ~~revises~~ reviews the tentative budget and recommends the budget to the Chancellor. ~~as needed following their review of (i) the Governor's changes to the proposed state budget, (ii) revisions to the revenue budget assumptions if any, and (iii) the draft expenditure budget assumptions and (iv) Budget Modification recommendations.~~

~~District Council prioritizes the Budget Modification recommendations using the Budget Modification Rubric. Highest priority is given to Budget Modification recommendations that are linked to RSCCD Goals Strategic Directions and RSCCD Objectives. While developing recommendations for District Services District Services and Operations, the committee should review the current budget and actual expenditures, past recommendations and organizational charts for outdated priorities that no longer need the same level of resources and make every effort to cover the cost of the recommendation with existing District Services District Services and Operations revenue allocation.~~

JUNE

The tentative budget is presented to the Board of Trustees for approval. The presentation may includes a review of the RSCCD Mission Statement and the RSCCD Goals Strategic Directions as well as the identification of specific budget items that directly relate to RSCCD Goals Strategic Directions and RSCCD Objectives 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 Operations and Fiscal Services 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. The presentation ~~may~~ includes a review of the RSCCD Mission Statement and the RSCCD ~~Goals Strategic Directions~~ as well as identifying specific budget items that directly relate to RSCCD ~~Goals Strategic Directions~~ and RSCCD Objectives.



PLAN IMPLEMENTATION

Through the development of the integrated RSCCD Planning Framework~~Strategic Plan~~, a site lead is identified~~an individual is assigned the~~ responsibility for completing or overseeing the completion of each their respective Comprehensive/Educational Plan~~RSCCD Objective~~. The responsible party site lead~~is responsible party site lead~~ may complete the RSCCD Objective or may~~shall~~ collaborate with others to complete their goals and objectives~~RSCCD Objective~~.

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

- ▶ Manage the timelines respective site goals and objectives~~for the District Objective(s)~~;
- ▶ Develop appropriate processes to complete respective site goals and objectives~~the RSCCD Objective(s)~~;
- ▶ Identify and address funding needs by submitting the request and rationale to the respective planning and budget committees~~Planning and Organizational Effectiveness Committee~~;
- ▶ 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* ~~Master~~ Plan.



PROGRESS REPORT ON THE DISTRICT COMPREHENSIVE MASTER PLAN

A progress report is produced annually by the POE cCommittee to inform the internal community about movement toward achievement of the RSCCD Goals Strategic Directions, as well and Objectives. The *Progress Report on the District Comprehensive ~~Master Plan~~* is an essential accountability tool in the RSCCD Planning Design 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 Goals Strategic Directions and Objectives;
- ▶ Analyze those outcomes in terms of their effectiveness in moving RSCCD toward achievement of the RSCCD Goals Strategic Directions; and
- ▶ Edit or augment SAC, SCC, and DSO Goals and ~~RSCCD~~ Objectives for the coming year as needed based on the outcomes of the current year's work.

~~The *Progress Report on the District Comprehensive Master Plan* is prepared in the fall semester of the second and third year of each Strategic Plan cycle to describe the prior year's activities related to the RSCCD Goals and distributed at the end of spring. This document is a key assessment tool in planning meetings including the annual Strategic Planning Update to the Board of Trustees.~~



PROCESS FOR ASSESSING PROGRESS ON RSCCD GOALS STRATEGIC DIRECTIONS

APRIL

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



MAY

The Planning and Organizational Effectiveness cCommittee calls for:

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



JUNE

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

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



JULY – AUGUST

The Co-chairs of the Planning and Organizational Effectiveness cCommittee present the draft *Progress Report on the RSCCD Comprehensive Master-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 Master-Plan* to the Board of Trustees for information.

The annual *Progress Report on the RSCCD Comprehensive Master-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 ~~three~~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~~d~~ changes ~~are~~ documented with revisions to the *Rancho Santiago Community College District Planning ~~Design~~Process Manual*.

In addition to this formal assessment, the current version of the *Rancho Santiago Community College District Planning ~~Design~~Process Manual* is reviewed and updated annually by the Co-chairs of the Planning and Organizational Effectiveness ~~c~~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 Design-Process Manual* to incorporate any approved changes to district-level planning and decision-making processes.



APPENDIX 1: TIMELINE FOR KEY PLANNING AND ASSESSMENT ACTIVITIES

	2013		2014		2015		2016		2017		2018		2019		2020		2021		2022	
ACTIVITY	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall
Review Mission Statement																				
Develop Strategic Plan																				
Assess Progress on RSCCD Goals																				
Assess Planning & Decision-making Processes																				
Prepare District Services Planning Portfolios																				
Develop Comprehensive Master Plan																				



APPENDIX 2:

~~DISTRICT SERVICES~~ DISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIO

The ~~District Services~~ 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 ~~dDistrict~~ sService to continually improve the quality of the services provided to the colleges and to other ~~dDistrict~~ sServices. 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~~ District Services and Operations Planning Portfolios are designed to serve these purposes:

- ▶ Document the unique service initiatives for each ~~dDistrict~~ sService;
- ▶ Align and document strategies for achieving RSCCD ~~Goals~~ Strategic Directions and ~~RSCCD-~~ Objectives;
- ▶ Collect, analyze and distribute data on ~~District Services~~ 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~~ 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~~ District Services and Operations. In the year between the preparations of comprehensive ~~District Services~~ District Services and Operations Planning Portfolios, each ~~dDistrict~~ sService prepares an update of progress on the service initiatives undertaken to correct a weakness or work toward achievement of a RSCCD ~~Goal~~ Strategic Directions or ~~RSCCD-~~ Objective. Both the comprehensive ~~District Services~~ District Services and Operations Planning Portfolios and the annual updates of progress are submitted to the Planning and Organizational Effectiveness ~~cCommittee~~ 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 ~~dDistrict~~ sService 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 year's service initiatives
 - ▶ Results of the most recent satisfaction survey
 - ▶ Data recorded by the ~~dDistrict~~ sService, such snapshots of time to complete tasks, etc.



3. Develop ~~sService~~ ~~iInitiatives~~ 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 ~~Goals-Strategic Directions~~ and ~~RSCCD-Objectives~~.
4. Implement the ~~sServices~~ ~~iInitiatives~~.
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~~ District Services and Operations ~~Administrative Review~~ Planning Portfolio review.

The ~~District-Services~~ 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
- ▶ ~~Public Affairs/Publications~~ Communications, Marketing & Public Relations
- ▶ Purchasing Services
- ▶ Recruitment and Onboarding
- ▶ Resource Development
- ▶ Risk Management
- ▶ Security/Public Safety
- ▶ ~~Title IX~~

Resources are allocated to ~~District-Services~~ District Services and Operations through the RSCCD ~~Revenue-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 ~~included in SB 361~~ 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~~ District Services and Operations.

- ▶ Proposed changes to the proportion of the revenue allocated for ~~District-Services~~ District Services and Operations is reviewed by the ~~Fiscal Resources~~ CPlanning 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~~ District Services and Operations Planning Portfolio are submitted to the Planning and Organizational Effectiveness ~~c~~Committee. The Planning and Organizational Effectiveness ~~c~~Committee considers the request~~s~~ and the rationale presented in the ~~District Services~~ 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.)
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APPENDIX 2: DISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIO





APPENDIX 2a:

PROCESS FOR PREPARING DISTRICT SERVICESDISTRICT SERVICES AND OPERATIONS PLANNING PORTFOLIOS

SEPTEMBER - DECEMBER

~~District Services~~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~~District Services and Operations Operational Review.

The appropriate district-level administrator drafts the ~~District Services~~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~~District Services and Operations Planning Portfolio.



JANUARY - MAYOCTOBER

The administrator shares the draft ~~District Services~~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~~District Services and Operations Planning Portfolios based on the feedback as warranted.



MAY - JUNENOVEMBER

~~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.

~~The District Services~~District Services and Operations Planning Portfolios are submitted to the Planning and Organizational Effectiveness cCommittee for review. Funding requests, if any, are prioritized by the Planning and Organizational Effectiveness cCommittee and submitted to District Council.



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 ~~Rancho Santiago Community College District~~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.

~~Co-chairs~~Chairs who serve on a RSCCD participatory governance ~~committees~~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 Master 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 <u>District Services</u> <u>District Services and Operations</u> 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	▶ Vice Chancellor, Business Operations & Fiscal Services (Co-chair) ▶ Assistant Vice Chancellor, Fiscal Services
Monitor state budget development and recommend mid-year adjustments	▶ Vice President of Administrative Services <u>Administrator appointed by College President (SAC Santa Ana College and SCC Santiago Canyon College) President</u>
Develop assumptions for tentative and adopted budgets	▶ _____
Develop District budget process calendar	▶ <u>An Administrator appointed by the Chancellor (DSO) Administrator appointed by Santiago Canyon College President</u>
Assess effective use of financial resources	▶ <u>Two faculty members appointed by each Academic Senate President (SAC Santa Ana College & SCC Santiago Canyon College) One shall serve as a committee Co-Chair for a two-year term f the faculty representatives shall serve as committee Co-chair for two years (alternating between colleges each college)</u>
Review and evaluate financial management processes	▶ <u>One faculty representative appointed by each Academic Senate (SAC and SCC)</u> ▶ <u>A faculty</u> ▶ <u>A faculty representative -member- appointed by FARSCCD</u> ▶ <u>Three Cclassified representatives appointed by CSEA (District Office District Services and Operations, Santa Ana College & Santiago Canyon College SO, SAC and SCC)</u> ▶ <u>One of the faculty representatives shall serve as committee Co chair for two years (alternating each college)</u> ▶ <u>STwo sStudent representatives (Santa Ana College SAC and Santiago Canyon College, when CC, when possible)</u> ▶ <u>Three administrative alternates with voting rights only in the absence of the site administrative representative</u>



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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 the planning, evaluating, on and assessing advising on, and making recommendations for Human Resources matters ~~ment of issues related to human resources.~~ Relating to Equal Employment Opportunity (EEO)/Diversity Equity Inclusion Accessibility (DEIA) and policies and procedures.

Responsibilities	Membership
Evaluate the effective use of human resources Review human resources policies and procedures, <u>including BPs and AR's.</u> compliance and recommends changes <u>Recommend changes, including policies and procedures related to employment equity and EEO compliance</u> Evaluate workplace safety and emergency preparedness plans and procedures Evaluate policies and procedures related to employment equity and compliance Monitor and review annually the diversity of RSCCD employees Review and recommend changes to the EEO Diversity Plan (3-year plan) Monitor compliance using human resources metrics such as: ➤ Full-time/Part-time Faculty Ratio ➤ Full-time Faculty Obligation ➤ Classified Staffing Ratios ➤ Turnover Ratios and Recruitment Activities Develop recommendations to ensure ongoing <u>EEO compliance</u> with human resources requirements <u>Advise on Plan and evaluate DEIA activities including professional development activities, through narrative and numeric data</u> <u>Annually review and advise on Component 13</u>	▶ Vice Chancellor, Human Resources (Co-chair) ▶ Assistant Vice Chancellor, Human Resources ▶ <u>Assistant Vice Chancellor, Human Resources, Investigation, and Equity</u> ➤ District Services Manager appointed by Chancellor ▶ <u>One Administrator appointed by College President (Santa Ana College & Santiago Canyon College) President</u> ➤ Administrator appointed by Santiago Canyon College President ▶ Two faculty members appointed by each Academic Senate (Santa Ana College & Santiago Canyon College) ▶ A faculty member appointed by FARSCCD ➤ Three Classified representatives appointed by CSEA (District Office) <u>District Services and Operations, Santa Ana College & Santiago Canyon College). One of the classified representatives shall serve as committee Co-chair</u> ➤ One of the classified representatives shall serve as committee Co-chair ▶ <u>Two ODEI Coordinators (District Services and Operations)</u> ▶ Student representatives (<u>Santa Ana College & Santiago Canyon College</u> AC, SGC, when possible)



within the EEO Plan

Disseminate information from Human Resources Committee to the constituent groups



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
Review plans related to district and college physical resources including facilities, equipment, land, and other assets Assess the effective use of physical resources Review: ▶ 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	▶ Vice Chancellor, Business Operations & Fiscal Services (Co-chair) ▶ Assistant Vice Chancellor, Facility Planning, <u>Construction and District Support Services (DSO)</u> ▶ <u>Vice President, Administrative Services (SAC and SCC)</u> ▶ <u>Director, Facility Planning (DSO)</u> ▶ <u>Three administrators appointed by the Chancellor (DSO) and each President (SAC Santa Ana College & SCC Santiago Canyon College) President</u> ▶ Administrator appointed by Santiago Canyon College President ▶ <u>Two faculty representatives members appointed by each Academic Senate (SAC & SCC), Santa Ana College & Santiago Canyon College</u> ▶ — ▶ Three Classified representatives appointed by CSEA (DSO, SAC and SCC) District Office, Santa Ana College & Santiago Canyon College. One shall serve as committee Co-Chair ▶ — One of the classified representatives shall serve as committee Co-chair ▶ <u>Two</u> Student representatives (SAC, SCC, when possible)



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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
Coordinate the development and monitor implementation of the RSCCD Comprehensive Master Plan <u>and the RSCCD Strategic Plan</u> Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning <u>Process Design</u> Manual <u>Annually review, prioritize and recommend new resource allocation requests from DSO departments and districtwide governance committees to District Council</u> <u>Conduct annual review of the RSCCD Planning Process Manual</u> Provide leadership for coordination of district and college planning activities Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan Coordinate data to be presented at annual Board of Trustees <u>and Board Committee</u> planning activity <u>Review and C</u>oordinate accreditation activities between colleges and District Services <u>District Services and Operations</u> including the <u>regular review/update of the</u> delineation of District/College Functions Review institutional research activities and results Review resource development initiatives	▶ Vice Chancellor Educational Services (Co-chair) ▶ Assistant Vice Chancellor, <u>Fiscal Services (or designee)</u> Educational Services ▶ Executive Director, District Research, Planning & Institutional Effectiveness ▶ Vice President, Academic Affairs <u>or Designee</u>, (Santa Ana College and Santiago Canyon College) ▶ Vice President, Student Services, Santa Ana College and Santiago Canyon College ▶ Vice President, Continuing Education (or designee) ▶ Dean of Academic Affairs, Santa Ana College (or designee) ▶ Dean of Institutional Effectiveness, Library & Learning Support Services, 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) ▶ Two <u>One</u> faculty members appointed by each Academic Senate (, Santa Ana College and Santiago Canyon College) ▶ A faculty <u>representative member</u> appointed by FARSCCD ▶ Three Classified representatives appointed by CSEA (District Office <u>District Services and Operations & Operations</u>, Santa Ana College and Santiago Canyon College) ▶ Two s <u>Two</u> 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 Office <u>District Services and Operations</u> , 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.







Rancho Santiago Community College District Integrated Planning and Assessment Activities

	2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		2030-2031		2031-2032		
Semester	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
Review RSCCD Mission Statement																	
RSCCD Comprehensive Plan (8-Year)																	
SAC Comprehensive Educational Plan (4-year)																	
SCC Comprehensive Educational Plan (8-year)																	
DSO Plan (4-year)																	
Assess Progress on RSCCD Strategic Directions																	
Technology Master Plan Plan (4-year)																	
Facilities Master Plan (8-year)																	
Sustainability Plan (8-year)																	
DSO Planning Portfolios (3-year)																	

Planning Assumption:

Program Review/Planning Portfolio completes in time to inform EMPs and DSO Plan
 EMPs and DSO Plan follow CMP; All other plans follow next
 All plans have two full-semesters for development; FMP has three semesters
 Data Profiles to be updated mid-cycle in 8-year CMP and FMP cycles
 ACCJC visits occur in Colleges' EMP mid-cycles (spring 2029...2037...etc.)

KEY

	Development Period
	Implementation Period
	Final Semester of Cycle
	Assessment Report

PLANNING PORTFOLIO

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

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

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:

b) External Assessment:

c) **Recommendations:**

VII. Work Plan: As the result of assessing your department, what initiatives do your department want to address in 2026-2028? 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

DSO Goals Goal(s) you would like to address.	DSO Objectives Objective(s) you would like to address.	Service Initiative Department goal(s) you 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(s)?	Resource Needs Resources (fiscal, personnel, technology) you need to achieve your goal(s).	Results After three years, how well did you achieve your goals?
<i>Goal 4</i>	<i>Objectives 4A 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>



Resource Request for RSCCD Governance Committees and District Operations, 2025-2026

Hi, Patricia. When you submit this form, the owner will see your name and email address.

* Required

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: 

Enter your answer

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

Enter your answer

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

☐ Send me an email receipt of my responses

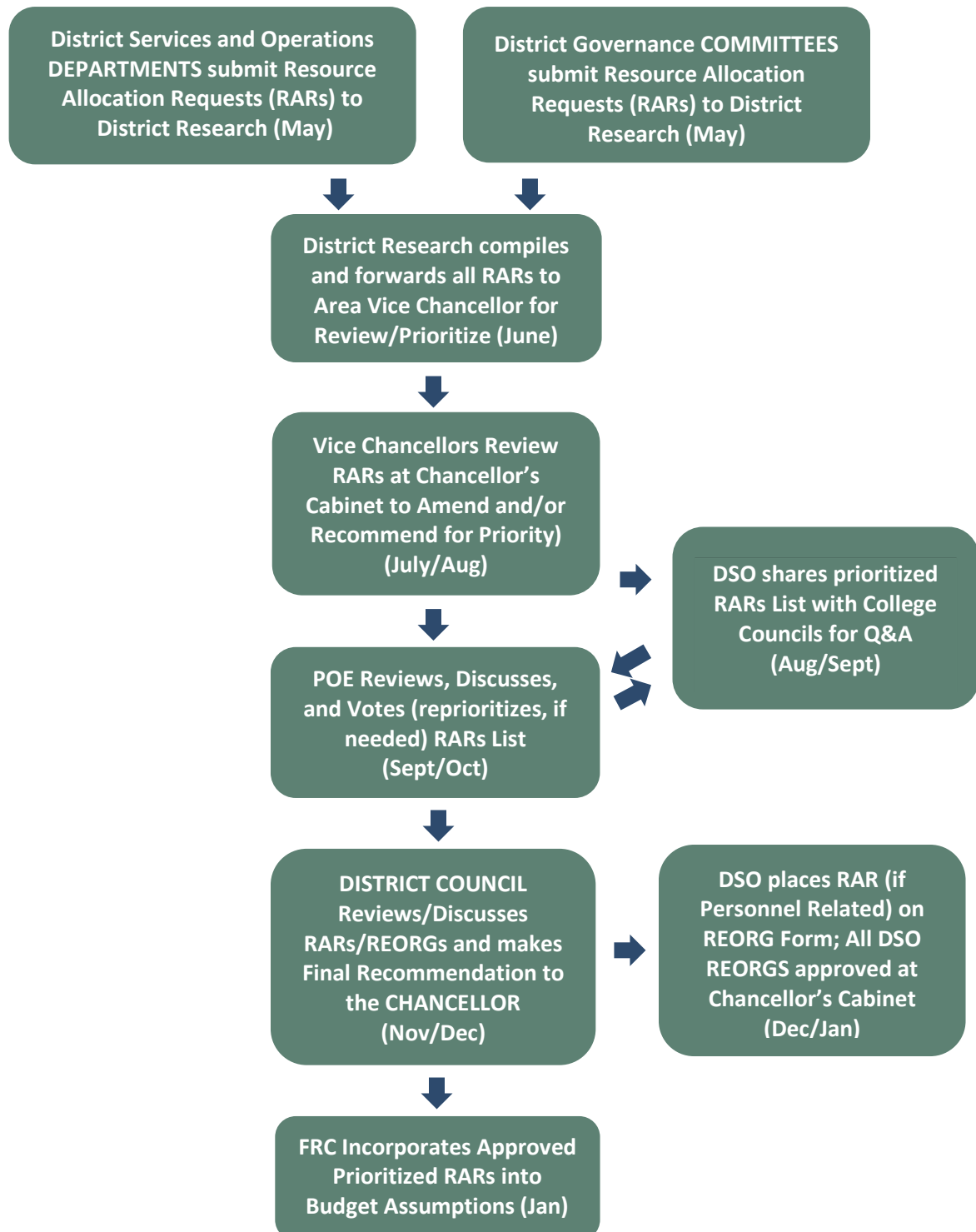
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Rancho Santiago Community College District
FLOWCHART
Process for Resource Allocation Requests
Districtwide Governance Committees and DSO Departments



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 2nd 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 2nd 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 2nd 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 2nd 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	Submitted	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
Fall 2025/Winter 2026									
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	Planning	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	February 9, 2026	No	Upgrade computer lab and technology used in IT and Allied Health programs.	No	Pending
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	Yes – intent is to sustain	Pending

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
							develop new programs. Areas TBD.	effective programs	
	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>					
<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

RSCCD Resource Development Grant Development Schedule

<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>Congression-ally-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>Congression-ally-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

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

RSCCD Resource Development Grant Development Schedule

Agency	Title	Amount	Term	Due Date	Purpose	Est. #
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	• Director 75% • Coordinator 25%
2.	CCCCO	DO	EEO Best Practices	• Faculty mentor stipends • Graduate intern - hourly
3.	CCCCO	DO	Industry Driven Regional Collaborative	• Director 50% • Business Services Coordinator 100% • Special Project Specialist 50%
4.	NSF	DO	Advanced Technological Education	• 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)	• 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	• Reassigned time curriculum development
7.	CCCCO	SAC	CA Apprenticeship Initiative (CAI)	• Director, Special Programs and staff • Faculty re-assigned time for development
8.	DOJ - Correa	SAC	Congressionally Funded Project / Santa Ana College Criminal Justice Academies	• 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	• Project Manager
10.	CA Volunteers	SAC	College Corps	• 1 Full-Time 100% Dedicated Support Person required
11.	CCCCO	SAC	CA Apprenticeship Initiative	• EDU: Director Special Programs, Student Services Coordinator • LEGAL: Student Services Coordinator, Faculty reassigned time
12	College Futures	CEC	Unlocking Economic Mobility for Adult Learners	• Beyond contract reassigned time for program development
13.	CCCCO	SCC	CA Apprenticeship Initiative (CAI)	• Director, Special Programs and staff

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

#	Funder	Site	Grant Title/Project	Proposed Positions
				• Faculty re-assigned time for development
14.	HUD – Kim/Padilla/ Schiff	SCC	Congressionally Funded Project / Santiago Canyon College Career Training Infrastructure Expansion	• Project Manager
15.	Robert Wood Johnson Foundation	SCC	Exploring Equitable Futures	• Faculty reassigned time for curriculum development, coordination and recruitment • Student hourly workers
16.	OCBC	OEC	CA Jobs First Reg. Catalyst Funding / Develop CNA to LVN Pathway	• Faculty re-assigned time for development • Student research stipends