

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway, Santa Ana, California 92706  
Office: (714) 480-7489 Fax: (714) 796-3937  
Planning and Organizational Effectiveness Committee  
Executive Conference Room – Room #102  
10:00 a.m. – 11:30 a.m.

### **Meeting Minutes for October 26, 2012**

**Members Present:** John Didion, Juan Vazquez, Peter Hardash, Enrique Perez, Nga Pham, Tammy Cottrell, Bonnie Jaros, Aracely Mora, Corinna Evett, Alex Taber, Rudy Tjiptahadi, Ray Hicks and Aaron Voelcker

**Members Absent:** Erlinda Martinez, Linda Rose

**Guests Present:** Eva Conrad, Consultant

The meeting was called to order by Mr. Didion at 10:05 a.m.

#### **Update on Review/Revision of District Mission Statement**

- Based on feedback, the decision was made to remove “and its colleges” from the Mission Statement
- District Council reviewed comments and recommended that the revision is taken back to the Board Policy Committee to make that one change, and then get it reapproved by the Board.
- Committee reviewed summary of comments of Mission Statement that were submitted after it was sent out district-wide for feedback.

#### **Review Draft #1 of Panning Design Manual**

- Page 4, Introduction - Punctuation corrections and re-wording of paragraph 3, 1st and 2nd bullet to be re-worded.
- Page 5, RSCCD Planning Design graphic internal loop, add /Strategic Plan to Educational Master Plan.
- Straw poll was taken and the consensus was to shift from district-wide to RSCCD
- Correction on 1st paragraph, last sentence, insert “of” before “the following planning process”.
- Page 6, 1st paragraph include technology plan.
- Page 9, formatting issues to be corrected
- Page 12, Under Responsible Party 3rd bullet, parenthesis on the word individual(s)
- Page 14, change General Assumptions to bullet points and define general assumptions.
  - In place of Status of long-term obligations use the terminology that is used in the Accreditation Standards – such as Retiree Health Benefits, STRS, PERS
  - Use including but not limited to leading into the General Assumptions bullet list.
  - Last bullet - Maintenance should say Maintenance and Plant Operations
- Page 18, Include language that was left out of box.
- Page 19, second paragraph will be reworded.
- Page 24, Do a process chart for District Services Planning Portfolio

- Page 25, Add Auxiliary Services, ITS, Purchasing and Safety to the District Services that complete the planning portfolio

**Other**

- When the document is completed, Bonnie Jaros & Corinna Evett, will do a final edit of the document

**Adjournment**

Mr. Didion adjourned the meeting at 11:30 a.m.

**Meeting Schedule**

November 9, 2012 – Executive Conference Room

DRAFT