

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 #107  
1:30 pm. – 4:30 p.m.

### **Meeting Minutes for October 9, 2012**

**Members Present:** John Didion, Erlinda Martinez, Peter Hardash, Enrique Perez, Nga Pham, Tammy Cottrell, Linda Rose, Bonnie Jaros, Aracely Mora, Corinna Evett, Alex Taber, Rudy Tjiptahadi, and Aaron Voelcker

**Guests Present:** Eva Conrad Consultant, Deborah Shepley, and Sheryl Sterry from HMC Architects

The meeting was called to order by Mr. Didion at 1:41 p.m.

#### **Introductions, Welcome and Reason for the Meeting**

Mr. Didion thanked everybody for coming and explained that the group was pulled together as a result of the Chancellor talking to the District Council late last spring and having looked at our planning process and our structure it seemed that we have some gaps and need to look at them and how we can revise and elevate the planning function and integrate it and make sure things are tied in. He explained how the committee would talk about how it has been proposed mechanically in the documents before them and what we are looking to recommend as a transition for the district going forward.

Mr. Didion also explained how they have been working on the Master Plan and the Facility Master Plan for both colleges. Those went to the board last year and the board asked a very interesting question at that time. What about the other centers and what about an overall Facilities Master Plan for the district? Mr. Didion explained that out of that, the firm of HMC was engaged to work on the project and that the question was, if you're just going to do a Facilities Plan how does it integrate with everything else, with the Educational Master Plans of the colleges? Mr. Didion explained that we are at a point where we are able to pull all these things together, take a look at our planning structures and think about how we might get those realigned and put together in anticipation of our accreditation visit in 2014.

Introductions of the committee were made followed by the meeting being turned over to Eva Conrad to take the committee through the agenda.

#### **Purposes of today's meeting**

- Review the components of an integrated institutional planning cycle described in ACCJC Standards
- Identify which of these planning components the district has in place
- Identify which of these planning components the district needs to develop
- Review a proposed template for the RSCCD Planning Design Manual
- Brainstorm revisions to the graphic of the RSCCD Planning Design
- Review a draft table of contents for the RSCCD Master Plan
- Review the draft processes for completing the RSCCD Planning Design Manual and the RSCCD Master Plan

#### **Review the Components of an Integrated Institutional Planning Cycle Described in ACCJC Standards**

Approved November 2, 2012

An overall review of the Components of an Integrated Institutional Planning Cycle was presented to the committee and how it translates in the ACCJC Standards.

**Identify which of these planning components the district has in place**

The committee reviewed and identified from a list planning components the district has or does not have.

**Identify which of these Planning Components the District Needs to Develop**

After review and discussion of which planning components needed to be developed, it was decided with the permission of the committee, that John Didion and Eva Conrad are to write a draft for the committee's review.

**Review a proposed template for the RSCCD Planning Design Manual**

- Correction to be made on cover sheet on misspelled college's names.
- Committee decided that citations would be preferable to having verbatim the standard related to the mission.
- Decision was made by the committee to have John Didion email out the Mission Statement district-wide to get feedback and take it to District Council on their next meeting of October 22 so that District Council could make a recommendation on whether to proceed with drafting some adjustments, or affirm it.

**Brainstorm revisions to the graphic of the RSCCD Planning Design**

- Recommendation was made to remove Board Goals.
- District-wide Goals was added in the internal loop for the colleges
- Recommended updates at the outer loop, an addition of Analysis of Effectiveness, going to District-wide Goals, District-wide Objectives, Resource Allocation stays the same, Plan Implementation, at the point where the two loops meet is where you have the Plan Implementation Budget/Planning Integration.
- Color coding was recommended so that things that are done annually are in blue, things that are ten years, are in red.

**Review a draft table of contents for the RSCCD Master Plan**

- Draft outline was reviewed by the committee.
- At chapter four, third bullet, Fire Academy to be added for Santa Ana College
- A section of technology to be added to all the sites
- Committee recommended naming the RSCCD Master Plan "The RSCCD Comprehensive Master Plan"

**Review the Draft Processes for Completing the RSCCD Planning Design Manual**

- Draft process was reviewed by the committee
- Draft one will be ready by October 18.
- Draft two will be distributed at the end of October. With feedback by November 9
- Third draft will be sent out mid November and will be due back the end of November after or before the holiday.
- The third draft is the one the committee will share with their constituents.

**Review the Draft Processes for Completing the RSCCD Master Plan**

Proposed process to develop the RSCCD Comprehensive Master Plan which is basically divided into three steps:

**1. ANALYZE**

Approved November 2, 2012

Collect and review planning information

Visit sites & meet with key personnel

COMMITTEE MEETING (October 9)

- Review Draft TOC for DMP
- Review Process & timeline

Collect and analyze data

Analyze existing sites and facilities

COMMITTEE MEETING (end of November or early December)

- Review Analysis of Planning Data
- Review Analysis of Site/Facilities
- Define Facilities Planning Principals

## **2. EXPLORE**

Develop planning options

COMMITTEE MEETING (sometime in January)

- Review & finalize Chapters 1-3
- Review & Evaluate Options

Develop options based on discussion

COMMITTEE MEETING (February)

Review & Evaluate Options

Select Preferred Options

## **3. RECOMMEND & DOCUMENT**

Develop DMP recommendations

Develop preliminary budgets

COMMITTEE MEETING (third week in March)

- Review Recommendations

Prepare Draft Report

District Review of Draft Report

Finalize Report

COMMITTEE MEETING (April)

BOARD APPROVAL (MAY OR JUNE)

### **Other**

John Didion asked for a faculty co-chair for the committee. Bonnie Jaros volunteered. The motion was moved by Dr. Martinez, seconded by Ms. Pham.

### **Adjournment**

Mr. Didion adjourned the meeting at 4:24 p.m.

### **Meeting Schedule**

October 26, 2012 – Executive Conference Room