

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  
Garden Grove Room – #407  
12:30 p.m. – 2:00 p.m.

### **Meeting Minutes for October 31, 2013**

**Present:** John Didion, Bonnie Jaros, Nga Pham, Aaron Voelcker and Elliott Jones

**Absent:** Tammy Cottrell, Alex Taber, Corinna Evett, John Zarske, Ray Hicks, Enrique Perez, Aracely Mora, Linda Rose and Rudy Tjiptahadi

Mr. Didion welcomed everyone and started the meeting at 3:34 p.m.

#### **Minutes**

Mr. Didion called for a motion to approve the Planning & Organizational Effectiveness minutes of September 25, 2013. It was moved by Nga Pham and Aaron Voelcker seconded the motion to approve the minutes. The motion was carried unanimously.

#### **Update on Comprehensive Master Plan**

- Comprehensive Master Plan was formally approved at the 10/14/13 Board Meeting
- Copies were ordered for accreditation liaisons, college presidents, libraries at both colleges, copies for the accreditation files and an electronic copy is posted on the website.

#### **Update on Function Map and Timeline (Bonnie, Nga, Aaron)**

John Didion will send out an email to the Presidents and Peter Hardash notifying them who the contacts are, for SAC, SCC and the District, communicate what the requisites are and what needs to done. Another update with a draft will be given at the next POE meeting.

#### **Assessment of Budgeting/Planning Process**

Based on the Planning Design Manual model, an assessment of district services will be done by sending out a District Services Satisfaction survey. The survey will be sent out by Director of Research Nga Pham prior to the Thanksgiving holiday.

#### **Process for Mid-Year Budget Augmentations**

The committee agreed that criteria needed to be developed that would allow the POE committee to review and if eligible forward to District Council for approval. John Didion will draft a criteria list and present it to the committee at the next POE meeting.

#### **Grant Development Schedule**

Committee reviewed a copy of the revised Grant Development.

Approved: November 20, 2013

**Other**

None

**Meeting Schedule**

Next meeting: January 22, 2014

The meeting adjourned at 1:32 p.m.

**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.**

Approved: November 20, 2013