

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 – #114
3:30 p.m. – 5:00 p.m.

Meeting Minutes for November 20, 2013

Present: John Didion, Bonnie Jaros, Nga Pham, Aaron Voelcker, Corinna Evett, John Zarske, Ray Hicks, Enrique Perez, Aracely Mora, Linda Rose, Rudy Tjiptahadi and Elliott Jones

Absent: Tammy Cottrell, Alex Taber

Guest: Craig Rutan Santa Ana College Academic Senate Officer

Mr. Didion welcomed everyone and started the meeting at 3:33 p.m.

Minutes

Mr. Didion called for a motion to approve the Planning & Organizational Effectiveness minutes of October 31, 2013. It was moved by Nga Pham, and Aaron Voelcker seconded the motion to approve the minutes. The motion was carried unanimously.

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

Research Director Nga Pham, Dr. Bonnie Jaros and Aaron Voelcker met on November 7. Some areas need to be looked at for accuracy. The decision was also made to start contacting departments who have not provided their data. It was also brought to the attention of the committee that the Fiscal Resources Committee has an interest in the function map as a resource analysis tool. Another update will be given at the next POE meeting.

Update on District Services Satisfaction Survey

Research Director Nga Pham reported that the District Services Satisfaction Survey is done and will be sent out to the colleges and the district by November 22, 2013 with a request that the survey be completed and returned by the 2nd week of December.

Criteria for District Services Mid-Year Staffing Augmentations

The committee reviewed a draft copy of the District Operations Staffing Augmentation Review Form. Executive Vice Chancellor John Didion also provided an additional handout from the Fiscal Resources Committee, which was drafted by their committee on an Augmentation Request. After reviewing and discussing FRC's draft, it was agreed by the committee that some sections of the FRC's Augmentation Process needs to be revised to be in line with the Planning Design Manual. Executive Vice Chancellor John Didion agreed to do the revisions and email copies to the POE committee.

Grant Development Schedule

Approved: January 21, 2014

A copy of the revised Grant Development Schedule was reviewed by the committee. The changes included contacts at colleges and a column for institutionalization as requested at a prior POE meeting.

Other

A consultant group was brought in to assist the colleges in enrollment management. The question was brought up as to where consultants fall in the planning process. Executive Vice Chancellor John Didion suggested that this issue be addressed at District Council.

Meeting Schedule

Next meeting: January 22, 2014

The meeting adjourned at 4:38 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.**