



Rancho Santiago Community College District
District Council Meeting
August 8, 2016
Executive Conference Room
3:00 – 5:00 p.m.

REVISED
Agenda

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| 1. August 15 Board of Trustees Meeting Agenda | Rodríguez |
| 2. Reorganizations | Chitlik/Didion |
| 3. 2016-2019 Strategic Plan | Perez |
| 4. Improvements to Districtwide Governance/Planning | Perez |
| 5. Board Policies and Administrative Regulations | |
| 6. Committee Reports | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Chitlik/Didion |
| c. Fiscal Resources Committee | Hardash |
| d. Physical Resources Committee | Hardash |
| e. Technology Advisory Group | Krichmar |
| 7. Constituent Representative Reports | |
| a. Academic Senate - SAC | Jones |
| b. Academic Senate – SCC | DeCarbo |
| c. Classified Staff | Pleitez |
| d. Student Government – SAC | Mejia |
| e. Student Government – SCC | Chain |
| 8. Other | |

Next Meeting:
August 29, 2016
3:00 – 5:00 p.m.
Executive Conference Room #114

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.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



Rancho Santiago Community College District 2016-2019 Strategic Plan

Goals & Objectives	Responsible Individual(s)/Party
<p>RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.</p> <ul style="list-style-type: none"> • Increase percentage of local high school graduates who attend RSCCD • Develop sustainable, alternative revenue streams to address student educational needs • Increase outreach to adults seeking college credit or continuing education classes 	<p>VPs Academic Affairs & Student Services</p> <p>VC of Ed Services & SCC and SAC Foundation Directors</p> <p>VPs Continuing Education, Academic Affairs, and Student Services</p>
<p>RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.</p> <ul style="list-style-type: none"> • Strengthen current relationships and foster new partnerships that address local educational needs • Support regional collaboration that addresses the needs of local employers in high demand occupations 	<p>Chancellor & College Presidents</p> <p>VC Ed Services & VP Academic Affairs</p>

Goals & Objectives	Responsible Individual(s)/Party
<p>RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.</p> <ul style="list-style-type: none"> • Enhance the ability to predict student instructional needs in order to improve program completion • Provide alignment of course offerings with student educational plans • Utilize equity plans to reduce disproportionate impact on student success • Increase support for Distance Education and Open Educational Resources (OER) 	<p>VP Academic Affairs & District Research</p> <p>VPs Academic Affairs & Student Services</p> <p>VPs Academic Affairs & Student Services</p> <p>VP Academic Affairs & AVC ITS</p>
<p>RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.</p> <ul style="list-style-type: none"> • Maintain and enhance the RSCCD's technological infrastructure • Enhance opportunities that enable students to access college classes and services prior to high school graduation • Support innovative pedagogies and curriculum design • In collaboration with constituent groups, provide support for efforts to increase faculty/staff diversity 	<p>AVC ITS</p> <p>VPs Academic Affairs & Student Services</p> <p>College Presidents</p> <p>Chancellors, VC HR, & College Presidents</p>

Goals & Objectives	Responsible Individual(s)/Party
<p>RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.</p> <ul style="list-style-type: none"> • Support and enhance green practices and sustainability efforts • Refine and improve the synchrony of integrated planning and resources allocation processes between the colleges and district • Evaluate and improve the cycle of integrated planning 	<p>Chancellor & College Presidents</p> <p>VC Fiscal & VC Ed Services & College Presidents</p> <p>VC Ed Services & College Presidents</p>

POE Recommendations for Improvements to District-wide Governance/Planning

1. Orientation: There should be a joint annual orientation (similar to the 2016 Governance Summit) for all district governance committees addressing:
 - a. Roles
 - b. Responsibilities
 - c. Relevant accreditation standards
 - d. Annual goals/priorities

2. Alignment of District and College Planning:
 - a. Categorical program plans should be integrated into overall college/district plans
 - b. College and District planning priorities should be discussed at District Council no later than February of each year to inform District planning activities
 - c. Planning priorities should address potential budget shortfalls as well as increases

3. Reporting:
 - a. Minutes of committee meetings should be shared at District Council
 - b. District Council activities should be shared at committee meetings
 - c. All committees should produce an annual report and conduct an end-of-year evaluation

BP ~~6305~~ 6303 Fiscal Accountability

Reference: Education Code Section 85266

Pursuant to authority granted by the Education Code, the Rancho Santiago Community College District, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments.

The Chancellor assumes all duties and responsibilities for being fiscally accountable for commercial checks that were formerly assigned to the county superintendent of schools/county auditor controller. The Chancellor shall ensure that an administrative regulation will be developed to outline the details of the check disbursement and audit process.

Adopted July 21, 2014

Renumbered June 30, 2016 (Previously 6305)

AR ~~6301~~ 6303 Fiscal Accountability

Legal reference: Education Code Section 85266

RSCCD, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the Education Code requirements and assumes these responsibilities from the Orange County Department of Education (OCDE). The District shall notify OCDE of payments to update their records and the County Treasury. The District shall adhere to the implementation plan, as approved by the Board of Trustees and OCDE.

As a fiscally accountable District, the following procedures and regulations apply:

- I. The Assistant Vice Chancellor, Fiscal Services serves as the District Disbursing Officer. The duties and responsibilities assigned to this position include:
 - a. Determine that funds are available to cover the payment of the claim;
 - b. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
 - c. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;
 - d. Certify that the foregoing review has been performed by signing check registers;
 - e. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;
 - f. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;
 - g. Ensure organizational independence between operating, custodian accounting and auditing functions;
 - h. Ensure that the segregation of duties is properly controlled;
 - i. Ensure that the handling of receipts and disbursement of funds are separated from the accounting function;
 - j. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
 - k. Ensure internal controls between Purchasing and Accounts Payable departments;
 - l. Ensure the control of checks and signatures and immediately notify OCDE when an authorized custodian leaves the district;
 - m. Ensure the adherence to Board rules and policies;
 - n. Provide financial information to the Governing Board and County Superintendent;
 - o. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;
 - p. Prepare financial statements and cost analysis reports;
 - q. Ensure that there are adequate audit trails through operational data processing systems;
 - r. Process replacement checks, stop payments, cancelled checks;
 - s. Detect, account for, and recover monies lost due to forged checks.
- II. Check Control – Check stock is stored in a secured room in the Accounting Department and currently used stock is locked in a safe in Accounts Payable. Access to both the room and safe is limited to designated staff.
- III. Signature Security and Control – Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.
- IV. Record Retention and Accessibility to the Public:
 - a. The District follows the record retention guidelines as outlined in AR 3310 – Records Retention and Title 5 section 59020-59029
 - b. Records shall be available for public inspection pursuant to AR3300 – Public Records.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

**Revised June 16, 2014 (Previously AR 6305)
Renumbered June 30, 2016 (Previously AR 6301)**

AR 6305 Reserves

Per the Board of Trustees and Board Policy ~~6200~~ 6250, the district shall maintain a minimum five percent (5%) reserve fund balance for contingencies which may occur in the course of the fiscal year.

The Vice Chancellor of Business Operations and Fiscal Services and the Assistant Vice Chancellor of Fiscal Services shall monitor the reserves so that it maintains a minimum five percent (5%) balance.

The Board of Trustees must approve utilization of monies from the reserve by a two-third majority vote.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised: November 2, 2015 (Previously AR 6200)

Revised: August 1, 2016

AR 6400 Financial Audits

References:

Education Code Section 84040(b) and 81644;
ACCJC Accreditation Standard III.D.7

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be ~~for no longer than 5 years~~ renewable in one year increments. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Separate audits for district and college Foundations and Proposition 39 Revenue Bond Construction Funds Financial and Performance audits shall also be conducted.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the State Chancellor's Office by December 31.

Approved: November 2, 2015

Revised: