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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

Minutes

Wednesday, October 23, 2019 - 3:30-4:30pm

Present: Yuri Betancourt, Michael DeCarbo, Cristina Morones, Enrique Perez, Nga Pham, Mark Smith, Roy Shahbazian, and Aaron Voelcker

Absent: Dr. Marilyn Flores, Melissa Govea, Aidan Kato, Dr. Jeffrey Lamb, Kristen Robinson, Sarah Santoyo, and Harley Villanueva

Guest: Dr. Fernando Ortiz

Mr. Perez called the meeting to order at 3:35pm.

I. WELCOME

Mr. Perez provided welcoming remarks.

II. MINUTES FOR REVIEW AND APPROVAL – September 25, 2019

It was moved by Ms. Morones, seconded by Ms. Pham to approve the September 25, 2019 minutes. One abstention from Mr. Smith.

III. REPORT FROM DISTRICT COUNCIL – October 7, 2019

a. 2019-2022 RSCCD Strategic Plan

b. Functions/Mapping of Responsibilities Report

Mr. Perez shared that the 2019-22 Strategic Plan and the Functions/Mapping of Responsibilities documents were approved by District Council, the CEC site was approved for an 85 year lease, and the Chancellor reported on the various assembly bills being introduced which may impact community colleges.

IV. CURRENT PLANNING ACTIVITIES

a. Review of Planning Design Manual

- Mr. DeCarbo & Ms. Pham reported on the work being done. Ms. Pham shared pages 14-17 of the resource allocation pages from the manual for review. It was recommended that the pages be reviewed by members of FRC and POE. **Mr. Perez and Mr. DeCarbo** will contact the co-chairs of FRC for their input.
- Questions that need answering are:
 - Where is the process to review Districtwide Services operation at optimum?
 - What is the benchmark that similar districts are operating at?
- A task group of representatives from the two committees will review their committee's overall comments/suggestions and revise the pages to ensure it reflect our practices or how it should be.
- Page 23-25 on "district services planning portfolio", specifically how resources are allocated. These pages will be reviewed once we've completed pages 14-17.

b. Update to Board of Trustees - Strategic Planning and Enrollment – November 18

Ms. Pham reported on the process of providing annual planning updates to the Board. A team is preparing the content for the November 18th Board meeting.

c. District Services Planning Portfolio and Resource Augmentation

POE COMMITTEE MEMBERS:

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez
Nga Pham • Kristen Robinson • Sarah Santoyo • Roy Shahbazian • Mark Smith • Harley Villanueva • Aaron Voelcker

Ms. Pham requested this item be moved to next month's agenda.

V. FOLLOW-UP & UPDATE ON IEPI PLAN

a. FRC October 16, 2019 Meeting Follow-Up

Mr. DeCarbo reported on his follow up with Mr. Hardash and FRC. The items Mr. DeCarbo brought to the October FRC meeting will be reviewed further at the November FRC meeting and will report back to POE with a more informative responsive.

VI. GRANT APPLICATION PROCESS

a. Grant Development Schedule

Discussion ensued on grant process and concerns shared with the Orange County Mental Health grant. Mr. Perez clarified the process, including grants involving private sector. The normal timeline for grant submittal is 90 days. Due to the short notice of a week and a half for the Orange County Mental Health grant, it was moved forward. Mr. Perez did receive input from the vice presidents. Grants with private foundations/sectors will be pursued especially if they require no match or institutionalization and if the colleges have the capacity to do so, as assessed by the vice presidents. Mr. Perez will connect with Ms. Santoyo to include a section on "requesting private sector grants" in the Resource Development manual and that committee members can share the information with the colleges for inclusion in their "request for grant processes."

VII. GUIDED PATHWAYS

a. Santiago Canyon College

Mr. DeCarbo & Mr. Voelcker reported; college completed the initial CAPS, the Starfish demonstration, staff putting together an evaluation rubric to ensure the right tool is chosen, Pillar 4 data reports, and the Professional Development workshops are calendared for November 15.

b. Santa Ana College

Dr. Ortiz reported on work being done and on several events including the career exploration fair, transitioning into Pillar 4, the 10 faculty attending the equity-minded conference at Skyline College. These faculty will train other faculty with what they've learned. Further reported on combining work of 3 coordinators to form the learning engagement team to guide the 4th pillar work and next year's roll out.

VIII. PLANNING AT THE COLLEGES

a. Santiago Canyon College

Mr. Voelcker reported that SCC college council is evaluating and reviewing its cycle for reviewing and assessing their institutional mission (going from 2 to 3-year cycle) in time to plan for the next self-evaluation plan, departments conducting their program review and aligning their goals to colleges' goals, enrollment management goals and to the 2019-22 RSCCD Strategic Goals and departments submitting their resource allocation requests to be reviewed in upcoming months.

Mr. Voelcker discussed SCC's survey to members of SCC Enrollment Management Committee on their opinion of District's role on enrollment management. It was recommended the survey results be brought back to POE at the next meeting.

b. Santa Ana College

Dr. Ortiz reported on the restructuring of participatory governance committees and plans. Mr. Perez will follow-up with Dr. Lamb on SAC's input on district's role on enrollment management.

IX. OTHER

The next meeting is scheduled for November 27th meeting, Ms. Duenez will poll for availability since the 27th falls during the holiday week.

Mr. Perez adjourned the meeting at 4:27pm

Approved: December 18, 2019