



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

### **MINUTES**

Wednesday, September 27, 2017 - Time: 3:30pm-5:00pm  
District Office – Santa Ana Room #103

#### **MEMBERS PRESENT:**

Noelle Chase, Michael DeCarbo, Enrique Perez, Nga Pham, Mark Smith, Aaron Voelcker, and Monica Zarske

**Staff in Attendance:** Patricia Duenez

**Not Present:** Dr. Marilyn Flores, Kristen Robinson, and Craig Rutan

Mr. Perez called meeting to order at 3:37pm

#### **I. MINUTES FOR REVIEW AND APPROVAL - May 24, 2017 & June 21, 2017**

It was moved by Mr. DeCarbo, seconded by Mr. Voelcker and carried to approve the May 24, 2017 minutes, with one abstention from Ms. Zarske as she was not present at this meeting.

A correction was made to the June 21, 2017 minutes for members present and in section III. a. Abstentions were made by Ms. Pham and Ms. Zarske as they were not present at this meeting. The June 21<sup>st</sup> minutes were tabled for approval to the next meeting as quorum was not met with abstentions.

#### **II. REPORT FROM DISTRICT COUNCIL – September 18, 2017**

Mr. Perez reported on the September 18, 2017 District Council meeting.

#### **III. BUDGET ALLOCATION MODEL – Enrique Perez**

a. Review of the District Governance Committees and District Services Resource Request – Timeline and Prioritization Rubric

Handouts were provided. Discussion ensued on processes, budgeting, and possible new fiscal needs with a suggested prioritization of the rubric master. Clarification was requested on processes for new fiscal needs beyond current budget.

b. Assessment of Prior Year Allocation

Handouts were provided. Discussion ensued. It was suggested to look at the Portfolio in regards to staffing and budget needs.

#### **POE COMMITTEE MEMBERS:**

Michael DeCarbo • Dr. Marilyn Flores • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • Monica Zarske

**IV. IEPI PRT VISIT OCTOBER 20 & DECEMBER 6 – Enrique Perez**

A handout was provided of the draft visit schedule. Discussion ensued. No action was taken.

**V. FUNCTIONS MAPPING – Nga Pham**

Discussion ensued. The last revision was made in 2014. Ms. Pham will work district and college staff on updating the document.

**VI. 2016-2019 STRATEGIC PLAN PROGRESS REPORT – Nga Pham**

A handout was provided. Year 2 Progress Report is needed. Ms. Pham will work with a representative from each college. Mr. Voelcker volunteered from SCC and Ms. Zarske will provide a suggestion person from SAC.

**VII. PLANNING UPDATES AT THE COLLEGES**

**a. Santiago Canyon College**

Mr. Voelcker reported on the Educational Master Plan, the Mission Statement, the Integrated Plan, the Accreditation Midterm Report, and the Resource Allocation Process.

**b. Santa Ana College**

Ms. Zarske reported on the Resource Allocation Process and workgroup and the Midterm Report being submitted which was received with positive remarks.

**VIII. GRANT DEVELOPMENT SCHEDULE - Enrique Perez**

Mr. Perez reviewed the grant schedule. No action was taken.

**IX. OTHER**

The next meeting is scheduled for Wednesday, October 25, 2017.

Ms. Duenez will send the committee links for the RSCCD Budget Allocation Model, the 2016-19 RSCCD Strategic Plans, and the RSCCD Functions/Mapping of Responsibilities.

Mr. Perez called the meeting adjourned at 4:46pm

Approved: October 25, 2017