



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

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

### **Minutes**

Wednesday, January 22, 2020 - 3:30pm-4:30pm

#### **Present**

Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Enrique Perez, Nga Pham, Kristen Robinson, Mark Smith, and Aaron Voelcker

#### **Absent**

Melissa Govea, Aidan Kato, Cristina Morones, Sarah Santoyo, Roy Shahbazian, and Harley Villanueva

Mr. Perez called the meeting to order at 3:38pm.

#### **I. WELCOME**

Mr. Perez provided welcoming remarks.

#### **II. MINUTES FOR REVIEW AND APPROVAL – December 18, 2019**

Clarification was made to capitalize Pell Grants in section V.a.

It was moved by Ms. Pham, seconded by Ms. Robinson to approve the December 18, 2019 minutes with the clarification.

#### **III. REPORT FROM DISTRICT COUNCIL**

No meeting was held in December 2019; next meeting scheduled on January 27, 2020.

#### **IV. CURRENT PLANNING ACTIVITIES**

##### **a. Update of Planning Design Manual – pages 14-17**

Ms. Pham reminded members homework was to read pages 14-17 (budget allocation model) of the Planning Design Manual and have comments/suggestions prepared for this meeting. District Operations departments conduct their planning portfolios within a two-year cycle and a review mid-cycle. Departments are given the opportunity to make request allocation adjustments at the beginning of each year. There is a process established with timelines and rubric to evaluate requests but no department requests have been made in the last few years. There is concern that governance committees are not utilizing this process and instead go directly to District Council (DC) to request allocation of funds or positions.

It was recommended conversations be moved to DC as both FRC and POE co-chairs are members of DC. There are many discussions in FRC and POE related to planning and budgeting allocations but the need for integration was stressed (including IEPI areas of focus, planning manual design revision, etc.). Since Mr. Perez and Chancellor Martinez will not be present at the January 27 DC meeting, Mr. DeCarbo suggested **this agenda item be placed on the February agenda.**

#### **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

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- b. Follow-Up on Presentation of Strategic Planning and Enrollment Management at January 13 Board Meeting  
Mr. Perez, Dr. Flores and Dr. Lamb presented at the January 13<sup>th</sup> meeting. It was well received and the Board was appreciative of being keep abreast of work being done.
- c. District Services Planning Portfolio  
Ms. Pham requested this item be removed as it was completed and discussed at the December meeting.

**V. FOLLOW-UP & UPDATE ON IEPI PLAN**

- a. FRC November 20, 2019 Meeting Follow-Up  
Mr. DeCarbo reported that this has not been discussed at FRC and will follow-up with co-chairs.

**VI. GRANT DEVELOPMENT SCHEDULE**

Mr. Perez provided a review of the schedule. Mr. Perez will follow-up with Ms. Santoyo if college contributors have been informed that SCC was not awarded the Humanities Initiatives at Community Colleges.

**VII. GUIDED PATHWAYS**

- a. Santiago Canyon College
- b. Santa Ana College  
Due to time constraints, reporting will be provided at the Guided Pathways meeting at 4:30pm.

**VIII. PLANNING AT THE COLLEGES**

- a. Santiago Canyon College  
Mr. Voelcker reported on transitioning their annual planning process to eLumen; a draft template for the annual plan is being vetted through the various committees; full implementation at the end of spring 2020 is scheduled; a training video is being created for faculty and staff.
- b. Santa Ana College  
Dr. Lamb reported of reassignments to a few faculty members to coordinate work of student learning outcomes, equity, and guided pathways. The Institutional Effectiveness Committee is also overseeing the educational master plan and enrollment management with hopes of integrating them within the framework of Guided Pathways.

**IX. OTHER**

Next meeting is scheduled for Wednesday, February 26, 2020.

Mr. Perez adjourned the meeting at 4:32pm.

*Approved: February 26, 2020*