



**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 26, 2022 3:30pm-4:30pm virtual by zoom**

**Present:** Karley Dinh • James Isbell • Dr. James Kennedy • Tyler Nguyen • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcke  
**Guests:** Cristina Morones, Daniel Martinez  
Patricia Duenez present as record keeper.

Ms. Santoyo called the meeting to order at 3:32pm.

**I. WELCOME & INTRODUCTIONS**

Introductions made by committee members. This is 1<sup>st</sup> meeting for student representative Karley Dinh.

**II. \*APPROVAL OF MINUTES – Action**

a. August 24, 2022 regular meeting

It was moved by Mr. Rutan; seconded by Ms. Pleitez with abstentions from Ms. Sarah Santoyo and Ms. Karley Dinh, Karley, to approve the August 24, 2022 minutes. None opposed.

**III. DISTRICT COUNCIL UPDATE – Information**

a. Update from October 3, 2022 meeting

Mr. Rutan reported on actions items; November 7, 2022 is next scheduled meeting.

**IV. \*COMMITTEE ROLES & RESPONSIBILITIES REVIEW – Information/Discussion**

Mr. Rutan spoke to district governance committees challenge to have balance in membership as voting membership is primarily administrative. This item is on agenda as suggestion to look at Planning Design Manual to see if we are being effective in processes as they are outlined.

Discussion ensued on need for review of committee makeup, current vacancies. Committee makeup has not been addressed in a while, roles have expanded.

Mr. Rutan spoke to history of adding membership of VP's of student services and continuing education to allow for their perspective. POE is ultimately responsible to Planning Design Manual.

Discussion ensued how to approach vice presidents membership to allow for greater balance, possibly rotate and/or alternate voting rights for VP's and/or yearly rotation of VP of Continuing Ed now that pilot has ended.

It was suggested for 'Governance Committee Membership' be on agenda at future joint college cabinet meeting.

**Dr. Kennedy** will follow up with Dr. Nery for SAC; **Mr. Voelcker** will follow up with Interim President Perez for SCC to schedule for next joint cabinet meeting.

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

**V. COMMITTEE GOALS & ACCOMPLISHMENTS - Information / Discussion**

- a. \*Review Results of the 2022 RSCCD Participatory Governance Committee Survey – Information/Discussion  
*This item deferred to next meeting to allow Ms. Nga Pham be present to report.*
- b. \*Review 2021-2022 Committee Goals and Evaluate Accomplishments  
Committee can do better at goal of “Communicate the RSCCD Functions/Mapping of Responsibilities to college and district employees to ensure everyone understands their roles and responsibilities for a more efficient and effective operation.” This would be beneficial as a yearly review.
- c. \*Creation of Committee Goals for 2022-2023
  - ‘Governance Committee Membership’ topic be on agenda at future joint cabinet meeting
  - Suggestion: Evaluate membership and responsibilities.
  - Suggestion: Review membership structure to ensure balanced representation for fair process in decision making
  - Suggestion: Make goals measurable by adding metrics component, reports on goals are anecdotal and informational.
  - Suggestion: Objectives reporting is dense with narrative and qualitative data, but not very helpful as a tool to see where we are, identifying next steps, and plan for the coming year; goal needs to be specific in what we did and did not accomplish, possibly limit word or characters to summarize goals.
  - Suggestion: Need for review and update Functions Map, especially considering changes in leadership and structure—beneficial as an annual activity.
  - Suggestion: Agendize Objectives per meeting.

**VI. RSCCD COMPREHENSIVE MASTER PLAN/SCC EDUCATIONAL MASTER PLAN RFQ – Update**

Mr. Rutan reported SCC will likely seek extension of their current plan, current extension to December 2022.

Discussion ensued on timing for development of master plans--getting the vendor agreement approved (say be December); vendor completing the work in time to take plan drafts through various approval committees to have plan ready to present to Board of Trustees by June 2023 but before July 1<sup>st</sup>. Deadlines are self-imposed.

**It was suggested for Dr. Davis** bring topic of extension of plan to Chancellor’s Cabinet sooner than later.

**VII. \*GRANT DEVELOPMENT SCHEDULE – Information**

Ms. Santoyo provided updates to grant schedule.

**VIII. \*DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING - Information**

a. Update from October 20, 2022 meeting

No update due to time constraints; next meeting scheduled for November 17, 2022.

**IX. OTHER**

Next meeting scheduled for Wednesday, November 16, 2022

Ms. Santoyo adjourned the meeting at 4:30pm.

Approved: November 16, 2022