



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
*POE is the district-level planning and accreditation oversight and coordinating committee
that makes recommendations to District*

A G E N D A

Wednesday, December 6, 2023 3:30pm-5:00pm

<https://us06web.zoom.us/j/85476788819> OR dial 1-669-444-9171 / 85476788819#

- I. WELCOME**
- II. *APPROVAL OF MINUTES – Action**
 - a. November 15, 2023, regular meeting
- III. UPDATE TO RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Updates**
 1. Update on the five project activities.
 2. Data Presentation #3 of 3 - KC Greaney
- IV. *2024-25 REVIEW INITIAL REQUESTS FOR RESOURCE ALLOCATION – Information / Discussion**
 - a. ***Educational Services**
 1. ITS (6 positions): 1. Technical Specialist I 2. Network Specialist IV 3. Applications Specialist IV 4. Information Security Specialist 5. Helpdesk Analyst 6. Technical Supervisor
 2. ITS-Software Funding: Distance Education Technology / ITS Software and Training - Mac Support / Software Technology
 3. Supplemental Funding for Assistant Vice Chancellor of Educational Services
 - b. ***Business Services**
 1. Facility Planning, Construction and District Support Services (2 positions): 1. Assistant Project Manager 2. Administrative Clerk
 2. Purchasing Services: Replenish Postage Meter
 3. District Safety & Security (2 positions): 1. Senior Clerk Dispatcher 2. Security Officer
- V. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- VI. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) UPDATE**
 - a. Next meeting: December 6, 2023 - 5:00 pm
- VII. OTHER**

NEXT MEETING: Wednesday, January 17, 2024, 1 - 5 pm - SAC/JSC #219

**attachment provided*

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

RSCCD 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.

2013 – 2024 RSCCD Goals

RSCCD Goal 1

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.

RSCCD Goal 2

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.

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Extension of goals 2013-2024 approved POE 4/26/23



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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MINUTES

Wednesday, November 15, 2023 3:30pm-5:00pm

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Present: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Enrique Perez • Nga Pham • Kristen Robinson • Dennise Rusk-SCC ASG Rep • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

- Guests: Dr. Jeannie Kim, Adam O'Connor, Jesse Gonzalez, Carrie Matsumoto, Linda Melendez
- Guests: Representatives from Collaborative Brain Trust (CBT) - Dr. Nicki Harrington, Cindy Griffith, KC Greaney, and Dr. Sally Montemayor Lenz.

Patricia Duenez present as record keeper.

Mr Perez called the meeting to order at 3:32 pm.

I. WELCOME

Mr. Perez provided welcome remarks.

II. *APPROVAL OF MINUTES – Action

- October 25, 2023, regular meeting
It was moved by Ms. Coyne; seconded by Mr. Beyersdorf with abstention from Dr. Kennedy to approve the October 25, 2023, regular meeting minutes with minor revision to reporting on item VI.

III. DISTRICT COUNCIL UPDATE – Information

- Update to November 6, 2023, meeting
 - December 4, 2023, next meeting
- Mr. Perez provided brief update on November 6, 2023, meeting.

Ms. Robinson joined at time.

IV. UPDATE TO RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Updates

- Update to Five Project Activities - CBT Team
 - Integrated Planning: Four New Infographics - Nicki Harrington & Mary Law
 - Data Presentation #2 of 3 - KC Greaney
- Dr. Harrington provided overview of 4 project activities.

Ms. Greaney reported on activities.

Ms. Griffith spoke to EMP's at colleges and reported on work with Listening Sessions.

Dr. Harrington provided general overview of projects.

Ms. Greaney shared screen of infographics to be used for new CMP process.

Dr. Harrington reviewed new eyeball infographic; to be reviewed by colleges and brought back in January at POE.

Ms. Greaney shared screen of Planning Flowchart and reviewed.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

Dr. Harrington provided overview of flowchart and stages. This is new long-range plan. There are duplicate efforts, key is to streamline process. DSO = District Services and Operations
Discussion ensued related to goals and process between district and colleges.

Dr. Lamb via Chat: Planning Flowchart input: Alignment of Timelines for Plans is not clearly identified, Conflation of District/College planning (Long term/Annual), Assessment of planning? Misses some college level planning (in particular data and annual planning).

Mr. Voelcker by chat: SCC was on a six-year master plan cycle and recently adjusted to an 8-year cycle. Is the expectation that we will be developing a master plan every four years now?

Dr. Parks joined meeting at this time.

Dr. Harrington spoke to districts vision with elected board members, board lays out policy direction. There is also districtwide operations that follow plans that colleges come up with.

Ms. Robinson via chat: Should the goals come from the colleges first, and then the district goals are meant to support the college's goals?

Questions were raised and answered.

Ms. Greaney presented 2nd of 3rd Data Presentation; more focus is on Economic Impact. Shared screen Table of Contents for CMP. Projection is a lean districtwide plan.

Dr. Lamb spoke to wanting to see more partnership opportunities.

Ms. Coyne via chat: Non-traditional aged students

Mr. Rutan via chat: Do we know the sample size for each column?

Ms. Greaney will provide information to Ms. Duenez to send out to group.

Mr. Voelcker via chat: I think we need to review our CB21/SA07 coding for skills gains in adult education.

Ms. Greaney will research information on information related to if Apprenticeship students are included. Goal setting will be done in January.

V. *2024-25 REVIEW INITIAL REQUESTS FOR RESOURCE ALLOCATION – Information / Discussion

a. *Educational Services

1. ITS: 3 positions and budget

b. *Business Services

1. Facilities Planning, Construction and District Support Services: Assistant Project Manager & Administrative Clerk
2. Purchasing Services: \$45,000 Replenish Postage Meter
3. District Safety & Security: Senior Clerk Dispatcher & Security Officer

Due to time constraints, item V moved to December agenda.

VI. *GRANT DEVELOPMENT SCHEDULE – Information

- a. New Resource Development Initiatives
Item provided as informational.

VII. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) UPDATE

- a. Next meeting: December 6, 2023 - 5:00 pm

VIII. OTHER

Next meeting scheduled for new date of Wednesday, December 6, 2023.

Mr. Perez adjourned the meeting at 5:05 pm.

Ranking	List Item Requested	*Type of Request						Amt.	**One Time or Ongoing	Strategic Plan #	RSCCD Goal #	Administrative Unit Review	Unit Outcomes	Vice Chancellor Priority	****Replacement Need	****Legally Mandated Regulatory Req.	****Safety	Total Points
		S	E/S	T	F	P	O											
	Please explain and provide a rationale for each item requested based on rubric criteria.								**Max 6 pts	**Max 6 pts	**Max 6 pts	**Max 6 pts	**Max 6 pts	**Max 6 pts	Max 6 pts	Max 6 pts	Max 6 pts	Max 60 pts
	Business Services / Facility Planning, District Construction and Support Services Administrative Clerk Supports student access to safe, clean and compliant Buildings per Title 24, Building Code and Division of State Architect requirements. Over 50 Campus requested projects current year, over 66 active capital projects currently, 5-Year Capital Construction Plan, 5-Year Deferred Maintenance Plan, Facility Master Plan 2022 Update, FUSION State Bldg							\$108,476										#REF!
	Business Services / Purchasing Services Replenish Postage Meter Cost Additional funding needed to support the college's marketing initiatives to grow enrollments. Mailings in general increase annually based on the USPS metrics. As the college's continue to expand on their marketing material initiatives, the District cost of postage to the District Mailroom increases.							\$45,000										#REF!
	Business Services / District Safety & Security Senior Clerk Dispatcher DS&S only has 2 Senior Clerk Dispatchers. Both work at SCC which leaves the public window at SAC safety building not staffed. Also, there is no relief factor if one of the dispatchers are off work. This means an officer must be pulled from patrol duties to cover. Dispatchers are a critical link between the public and the responding officers. They also coordinate outside resources like police and fire response. When not handling calls, the dispatchers assist with clerical work.							\$101,525										#REF!
	Business Services / District Safety & Security District Safety & Security Officer SAC and SCC should have 2 officers on duty at all times. Often this is not the case. As mentioned section IV Staffing, DS&S does not have enough officers to cover all of our positions. In the original staffing model, the District Office was not included, nor the Digital Media Center. We also have difficulty covering for variances like vacations, sick, FMLA, military leave and training requirements. The additional officers would ensure 2 officers on duty at the main campuses 24/7. There would also be an officer on duty at the DO and DMC Monday-Friday 16 hours daily.							\$121,683										#REF!

*Type of Request: S=Staff/Classified; E/S=Equipment or Supplies; T=Technology; F = Facilities, P=Professional Needs; O=Other
 **There are three scores to get to the maximum point value of 6: 0, 3, or 6. 0 = no association, 3 = weak association, 6 = strong association
 ***For One Time or Ongoing: 0 = ongoing, 3 = combination, 6 = one time
 ****No = 0 and Yes = 6

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	District/College authorized submission
Submitted									
<i>National Endowment for the Humanities Humanities Initiatives for Community Colleges \$150,000</i>	SCC – Michelle Samura, Rachel Petrocelli	Goals 3 and 4	May 9, 2023	Submitted	December 31, 2023	No	Build a robust Humanities Pathway at SCC through the History and Philosophy programs.	Yes	Yes
<i>Post-Secondary Student Success Grant Early Phase - \$2-\$4 million over 48 months</i>	SAC – Annebelle Nery	Goals 3 and 4	Sept. 25, 2023	Submitted	December 2023	10%	<i>Early-Phase</i> – research to develop/demonstrate effective strategies that improve academic achievement and close equity gaps. Must meet WWC evidence standards with or without restrictions.	No	Yes
<i>OC Community Foundation \$150,000</i>	OEC – Chrissy Gascon	Goals 1, 2, 3 and 4	Nov. 1, 2023	Submitted	Jan. 2024	No	Develop OEC’s Lactation Educator Specialist program.	Have to show leveraged support	Yes
	DO – Roger Lloyd	Goals 1, 2 and 4	Nov. 1 2023	Submitted	Jan. 2024	No	Applied Learning Experience for community college student to acquire targeted digital marketing skills and implement them with small businesses and potential employers.	Have to show leveraged support	Yes
<i>Citibank Community Progress Makers \$1 million</i>	SAC – Dr. Nery		Nov. 8, 2023	Submitted	Jan. 2024	No	Project to support non-credit career education pathways	No	Yes
<i>DOL Strengthening Community Colleges Training \$1.75 million</i>	SCC – Jason Parks, Christopher Sweeten, Jose Vargas	Goals 1, 2, 3 and 4	Nov. 14, 2023	Submitted	Jan. 2024	No	Develop Sector-Based Pathway Programs in partnership with employers	No	Yes
<i>EPA Innovative Water Infrastructure Workforce</i>	SCC – Jason Parks	Goals 1, 2, 3 and 4	Nov. 17, 2023	Submitted	Jan. 2024	25%	Career training program to address regions workforce development needs and provide access to employment	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
<i>Development Grant \$250,000 - \$10 million</i>							opportunities through apprenticeships, occupational training/cross-training/mentoring, and/or leadership development training for water and wastewater utility workers.		
<i>Song-Brown Capitation \$450,000</i>	SAC – Mary Steckler	Goals 1, 2 and 3	Nov. 2023	Submitted	Jan. 2024	20%	Implement support and instructional services to increase under-represented students' success in and completion of the nursing program.	No	Yes
<i>Winter/Spring 2024</i>									
California Apprenticeship Initiative \$1,500,000 per grant award for a 3 year program	SAC (4+ applications)	Goals 1, 2, 3 and 4	Jan. 15, 2024	Planning	March 2024	No	Implement a pre-apprentice child development program that links to SAC's Preschool Teacher Apprenticeship Program; create new apprenticeships in After-School Educator, Criminal Justice and Culinary Arts.	Yes	Pending
	SCC (4+ applications)	Goals 1, 2, 3, and 4	Jan. 15, 2024	Planning	March 2024	No	Planning at least one application to start a new non-traditional apprenticeship program.	Yes	Pending
DOL YouthBuild \$700,000 - \$1.5 million	SAC SCC	Goals 1, 2, 3 and 4	Feb. 1, 2024	Considering	May 2024	25%	Provide a pre-apprenticeship program model as a community-based alternative educational program for youth aged 16-24 who left high school prior to graduation.	No	

RSCCD Resource Development Grant Development Schedule

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Anticipated Due Date
<i>EPA</i>	Innovative Water Infrastructure Workforce Development Grant	(1) assist in the development and use of innovative activities relating to water workforce development and career opportunities in the drinking water and wastewater utility sector, and (2) expand public awareness about drinking water and wastewater utilities.	Develop SCC's Water/Wastewater Technology Program	\$200,000 - \$500,000 for a term of up to 3 years.	RFA expected to be out in Summer/Fall 2023
<i>National Science Foundation</i>	Improving Undergraduate STEM Education for Hispanic-Serving Institutions	Implement projects that enhance the quality of undergraduate STEM education, and increase recruitment, retention and graduation rates in STEM programs.	Both colleges have large Hispanic populations. SCC has a plan to establish a cultural center that integrates academics and would increase Hispanic student success in traditionally difficult courses and completion in priority areas, e.g., STEM.	\$200,000 - \$500,000 (individual); up to \$800,000 (collaborative). Term of up to 3 years.	August 30, 2023
<i>NASA</i>	Externships for faculty	Deepen professional development of faculty by serving terms with NASA.	Support faculty professional development to deepen mastery and scope of knowledge in discipline to improve pedagogy and curricula.	?	?
<i>USDA Education & Workforce Development</i>	Agricultural Workforce Training at Community Colleges	<ul style="list-style-type: none"> Develop or expand new workforce training programs (e.g., biotechnology) at community colleges. Expand job-based experiential learning opportunities, acquisition of industry-accepted credentials and occupational competencies for students to enable a work-ready labor force for the 21st century. 	The colleges, district and CCCCCO are committed to strengthening career education programs to address regional workforce need and connect students to middle-skill, high-wage employment.	\$250,000 for Design Project Standard Grants and Strengthening Standard Grants \$650,000 Implementation Project Standards Grants and Strengthening Standard Grants	September 21, 2023
<i>USDA Education & Workforce Development</i>	Food & Agriculture Non-Formal Education	<ul style="list-style-type: none"> Content and activities to enhance youth's understanding of gene editing, biotechnology, data science, AI, robotics, and other technologies to meet the future workforce needs through enhanced non-formal education modules. 	Engaging secondary students in college and career planning to connect them to pathways leads to postsecondary degrees and	\$750,000	December 7, 2023

RSCCD Resource Development Grant Development Schedule

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Anticipated Due Date
		<ul style="list-style-type: none"> • Develop outreach materials that communicate the benefit of biotechnology. • Complement and build upon successful programs • Involve youth in the design, execution, and evaluation of activities that builds confidence in safe use of biotechnology in agriculture and the food system. 	transfer and readiness for in-demand, high wage occupations.		
<i>National Science Foundation</i>	Advancing Innovation and Impact in Undergraduate STEM Education at 2-year IHEs	NSF's Education and Human Resources Directorate seeks to significantly enhance its support for research, development, implementation, and assessment to improve STEM education at the Nation's two-year colleges. NSF encourages bold, potentially transformative projects that address immediate challenges facing STEM education at two-year colleges and/or anticipate new structures and functions of the STEM learning and teaching enterprise. This program description is a targeted approach for advancing innovative and evidence-based practices in undergraduate STEM education at two-year colleges. It also seeks to support systemic approaches to advance inclusive and equitable STEM education practices.	Strengthening achievement in STEM is a priority of the colleges as it pertains to equity and connecting students to careers that are in-demand and sustainable.	Up to \$500,000 for 3 years	December 13, 2023

RSCCD Resource Development Grant Development Schedule

U.S. Department of Education

National Science Foundation

NASA

MUREP (Minority University Research Education Project)

MUREP Institutional Research Opportunity (MIRO): MIRO was established to strengthen and develop the research capacity and infrastructure of Minority Serving Institutions (MSIs) in areas of strategic importance and value to NASA's mission and national priorities. Overall, MIRO awards aim to promote STEM literacy and to enhance and sustain the capability of institutions to perform NASA-related research and education, which directly supports NASA's four mission directorates—Aeronautics Research, Human Exploration and Space Operations, Science and Space Technology.

NASA Community College Aerospace Scholars

Students participating in the NASA Community College Aerospace Scholars (NCAS) activity can expect to advance their capabilities in STEM, helping to prepare them for better representation and service in STEM fields. NCAS has three missions (Discover, Explore, Innovate) designed to challenge and build student knowledge and skills by focusing on NASA's mission goals, collaboration, and career pathways. SAC and SCC have strong STEM programs, and an equity priority that pertain to diversifying STEM majors, achievement and completion/transfer.

Submit a MUREP Capability Statement, a resume-like tools to help identify partners for competitive awards with NASA, industry and academic.

Workforce Development Board

AB 628 Breaking Barriers to Employment Initiative

Provide individuals with barriers to employment the services they need to enter, participate in and complete workforce preparation, training and education programs aligned with regional labor market need. The focus is on the following target populations: disconnected youth, women seeking to enter non-traditional fields; un-, under- and low-skilled workers; persons for whom English is not their primary language; economically disadvantaged; CalWORKS participants; re-entry and soon to be released individuals; veterans, migrants/seasonal workers; Native Americans; persons with disabilities; immigrants; persons over 50 who need retraining for in-demand skills; other populations identified in the Unemployment Insurance Code. The single award funding amount is not clear, though there is a 20% cash/in-kind cash match requirement. Total available funding is \$22,760,000.

High-Road Training Partnerships (HRTPs)

Resilient Workforce Fund Program. Ongoing submissions. Performance period of 3 years. Up to \$1 million. HRTPs are industry-based, worker-focused training partnerships that build skills for California's high-road employers. Required elements: industry-led problem-solving; partnerships are a priority; worker wisdom – bring worker voice into strategies; industry-driven education and training solutions – tap into existing training, develop and deliver their own programs or use a hybrid model specific to workforce needs.

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
DO	OC Community Foundation	Consultants (misc. fee schedule)
SAC	Post-secondary Student Success Grant	25% Project Director Research Analyst Student Services Coordinator (OG) Student Assistants
	CAI Apprenticeship	Not known at this time
	Citibank Progress Makers	Not known at this time
	Song-Brown Capitation	Student Services Coord., learning facilitators, and faculty hours for instruction and simulation
SCC	CAI Apprenticeship	Not known at this time
	DOL Strengthening Community Colleges Training Programs	Dean (25%), Project Director (1 FTE 100%), Student Services Coord. 19/hr Ongoing, Job Development 19/hr Ongoing
	EPA Water/Wastewater Workforce Development	Project Director (1 FTE 100%), Student Services Coord. (1 FTE 100%), Recruitment/Outreach Specialist (1 FTE 70%), Job Developer (1 FTE 100%)
	NEH Humanities Initiative	Overload/LHE for faculty PI and Co-PI Support staff costs part-time
	OC Community Foundation	Beyond Contract/Part-Time faculty costs for curriculum development and project meetings.