



## PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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

### Minutes

Wednesday, February 24, 2021 3:30pm-5:00pm via zoom

Present: Yuri Betancourt • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Enrique Perez • Nga Pham • Samantha Pierce • Syed Rizvi • Kristen Robinson • Craig Rutan • Roy Shahbazian • Mark Smith • Martin Stringer • Michael Taylor • Aaron Voelcker  
Guest: Janice Love

Mr. Perez called the meeting to order at 3:34pm.

#### I. WELCOME

Mr. Perez provided welcoming remarks.

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

a. January 13, 2021 meeting

It was moved by Mr. Taylor, seconded by Mr. Rutan to approve the January 13, 2021 minutes.

With no corrections, the motion passed.

*Mr. Shahbazian joined the meeting at this time.*

#### III. DISTRICT COUNCIL UPDATE – Information

a. January 25, 2021 Meeting - Next meeting March 1, 2021

Mr. Perez reported; two adoptions from FRC were approved.

#### IV. \*PLANNING MANUAL REVISION – Action

Ms. Pham provided updates to the Planning Manual; seeking approval from POE in order to post.

- Student representatives are voting members.
- Questions were raised and answered related to page 13, paragraph 3: under Resource Allocation.
- Discussion ensued on process for budget modification recommendations.
- Concern was raised on timing of evaluations on initiatives and priorities as this is related to budget allocation and new funding recommendations and priorities shifting over time.
- Importance was made to thoroughly look at Strategic Plan to ensure objectives are being met and goals and objectives are doing what they intended to do.
- Discussion ensued on reviews of priorities being discussed at different divisions, departments, and committees.
- A place to have conversations on prioritization is key as priorities from 10yrs ago may not be current priorities and funding to that priority may no longer be best use of funds.
- It was suggested to have Academic Senate's involvement in prioritization, to have more participatory process involvement.
- The purpose of the Planning Portfolio and satisfaction surveys were mentioned as concern was made if campuses are really receiving services for which a budget was allocated for and to ensure best use of funds are being made.
- Clarification was made that student representatives on Participatory Governance Committees are voting members.

No action was taken. Rest of Manual looks good. 'Process for Allocating Resources' will be placed on next agenda for further discussion on prioritization.

#### POE COMMITTEE MEMBERS:

Yuri Betancourt • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Enrique Perez • Nga Pham • Samantha Pierce • Syed Rizvi • Kristen Robinson • Craig Rutan • Sarah Santoyo • Roy Shahbazian • Mark Smith • Martin Stringer • Michael Taylor • Aaron Voelcker

**V. \*2019-22 STRATEGIC PLAN - Review and Discuss**

a. Goal 3 & Strategic Objectives

- Ms. Pham provided overview to goal 3A, 3B, 3C, 3D and 3E; feedback was provided, Ms. Pham will update accordingly.
- Mr. Perez noted his office will be reaching out to VP's offices related to goals and objectives on how we are doing with 3C.
- 3D: suggestion was made to include district was able to shift 100% to online/distance learning at during COVID, partnering with FARSCCD, and additional ITS training provided for this transition.
- It was suggested to memorialize this in Strategic Plan as it corresponds to college and district's stability.
- 3E: Outreach was highlighted and how this intervention helps with student retention.

**VI. UPCOMING DISTRICT SERVICES SATISFACTION SURVEY – Information**

- Ms. Pham reported; next cycle is 2021-2023 of district services; survey to be sent out late March.
- All were encouraged to respond to the survey if services are used and encouraged to provide feedback.

**VII. PLANNING AT THE COLLEGES - Information**

a. Santiago Canyon College

i. Update on Accreditation

Mr. Voelcker reported on planning, reviewing newly recommended institutional set standards; reports to ACCJC; gearing up for next iteration of Educational Master Plan as current plan is 2016-2022; new plan is for 2022-2028; EMP committee has first meeting of spring this semester and plan to go over all of the metrics; sent out quality focused essays survey, a needed component to the Accreditation Mentoring Report.

b. Santa Ana College

i. Update on Accreditation

Dr. Lamb reported on institutional set standards and thanked Ms. Love on work done with Ed Master Plan and pulling together data; Ed Master Plan just went to Academic Senate to read and review; thank you's provided again to Ms. Love for work done on Enrollment Management Plan; plan to be done by end of spring as well; QFE has gone to college council; updating Participatory Governance Handbook to be more user friendly; hoping to finish by mid-fall.

**VIII. REPORT FROM STUDENT GOVERNMENT - Information**

a. Santiago Canyon College

Ms. Pierce reported on ASG 102 training on student government involvement; had two guest speakers come speak on Diversity, Equity and Inclusion; working on thank you cards to guest speakers.

From the Activities Committee reported on successful Black History Month activities; now planning for Women's History Month.

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

Mr. Perez reported. Mr. Voelcker provided updated information to SCC's grants.

**X. GUIDED PATHWAYS - Information**

a. \*Santa Ana College

Dr. Lamb report on updates.

b. \*Santiago Canyon College

Mr. Stringer reported on updates.

Mr. Stringer will share student survey with Mr. Perez.

Scale of Adoption will be updated to NOVA by March 1.

**XI. OTHER:** Mr. Perez reported on the Strategic Planning and Enrollment Presentation scheduled for the March 22 Board meeting; will share presentation with POE. Next meeting is scheduled for Wednesday, March 24, 2021.

Mr. Perez adjourned the meeting at 4:57pm.

Approved: March 24, 2021