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, November 15, 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.   October 25, 2023, regular meeting

III.   **DISTRICT COUNCIL UPDATE – Information**
   a.   Update to November 6, 2023, meeting
   b.   December 4, 2023, next meeting

IV.   **UPDATE TO RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Updates**
   a.   Update to Five Project Activities - CBT Team
   b.   Integrated Planning: Four New Infographics - Nicki Harrington & Mary Law
   c.   Data Presentation #2 of 3 - KC Greaney

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

VI.   ***GRANT DEVELOPMENT SCHEDULE – Information**
   a.   New Resource Development Initiatives

VII.   **BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) UPDATE**
   a.   Next meeting: December 6, 2023 - 5:30 pm

VIII.   **OTHER**

NEXT MEETING: ***NEW DATE Wednesday, December 6, 2023***   **attachment provided*

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

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Minutes

Wednesday, October 25, 2023 3:30pm-5:00pm – Virtual by Zoom

Present: Matthew Beyersdorf • Claire Coyne • Dr. Maria Dela Cruz for Dr. Vaniethia Hubbard • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez •Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker
Guests: Dr. Annebelle Nery, Dr. Daniel Martinez, Nancy Tanner, Adam O'Connor, Dr. Sally Montemayor Lenz, Debra Gerard, Dr. Chi-Chung Keung, Alistair Winter, and Carri Matsumoto
Guests: Representatives from Collaborative Brain Trust (CBT) – Dr. Nicki Harrington, Dona Boatright, Cindy Griffith, Lori Bennett, and KC Greaney
Patricia Duenez present as record keeper.

Mr. Perez called the meeting to order at 3:34pm.
I.   WELCOME
Mr. Perez provided welcome remarks.

II.   *APPROVAL OF MINUTES – Action
a.   August 23, 2023, regular meeting
It was moved by Ms. Coyne; seconded by Mr. Rutan and carried unanimously to approve the August 23, 2023, regular meeting minutes.

III.   DISTRICT COUNCIL UPDATE – Information
a.   Update from August 28, 2023, meeting
b.   Update from October 2, 2023, meeting
c.   Next meeting November 6, 2023
Questions were raised and answered related to AR's and review process.
Mr. Beyersdorf joined at this time.

IV.   KICKOFF PRESENTATION OF RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Information
Dr. Harrington introduced Collaborative Brain Trust team working on plans and shared screen of project timeline.
Dr. Jason Parks joined at this time.
Ms. Greaney shared screen of Comprehensive Master Plan and provided overview.
Dr. Vaniethia Hubbard joined at this time.

V. ***REVIEW REQUESTS FOR RESOURCE ALLOCATION – Discussion / Action**
    a. ***Educational Services – ITS – Two (2) Positions**
        1. Enterprise Applications Manager
            Mr. Gonzalez provided overview of positions.
            It was moved by Mr. Rutan; seconded by Mr. Beyersdorf and carried unanimously to approve the Enterprise Applications Manager positions.
            Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez •Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

        2. PT Media Systems Electronic Technician
            It was moved by Mr. Voelcker; seconded by Ms. Kubicka-Miller and carried unanimously to approve PT Media Systems Electronic Technician.
            Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez •Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

    b. ***Business Services – Two (2) Positions**
        1. Facilities Planning: Energy/Sustainability Manager
            Ms. Matsumoto spoke to position. Questions were raised and answered.
            It was moved by Ms. Coyne; seconded by Mr. Beyersdorf and carried with abstentions from Ms. Coyne, Ms. Pleitez and Ms. Robinson, to approve the Energy/Sustainability Manager position.
            Aye: Matthew Beyersdorf • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

        2. **Fiscal Services/Payroll: Sr. Payroll Specialist**
            Ms. Tanner provided background for need of position. Questions were raised and answered.
            It was moved by Mr. Rutan; seconded by Mr. Voelcker and carried unanimously to approve Sr. Payroll Specialist position.
            Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez •Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

    c. ***People & Culture – Three (3) Positions**
        1. Two (2) Senior People & Culture Business Partners
            Mr. Winter reported on need for positions. Questions were raised and answered. It was suggested to rename positions for clarity of functions of positions.
            It was moved by Dr. Hubbard; seconded by Mr. Rutan with abstentions from Mr. Beyersdorf, Ms. Coyne, and Roxana Pleitez to approve the two Senior People & Culture Business Partner positions.
            Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • •Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. One (1) People & Culture Business Partner
It was moved by Ms. Pham; seconded by Ms. Coyne with abstentions from Mr. Beyersdorf, Ms. Coyne, and Ms. Robinson to approve the People & Culture Business Partner position.
Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

   d. ***Chancellor's Office**
   1. Funds for Institutional Memberships
   Ms. Gerard provided background for need of funds. Questions were raised and answered.
   It was moved by Mr. Rutan; seconded by Mr. Sweeten and carried unanimously to approve $20,000 Funds for Institutional Memberships.

Ms. Kristin Robinson left meeting at this time.
Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

   2. Funds for Travel/Conference Expenses
   Ms. Gerard provided background for need of funds. Questions were raised and answered.
   Importance made of staying within budgeted amounts; guidelines apply same to employees and board members. Request is for ongoing funds.
   It was moved by Dr. Hubbard, seconded by Ms. Pham with abstentions from Mr. Beyersdorf, Ms. Coyne, and Ms. Pleitez to approve $20,000 Funds for Travel/Conference Expenses.
   Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

VI.   ***GRANT DEVELOPMENT SCHEDULE – Information**
   a.   New Resource Development Initiatives
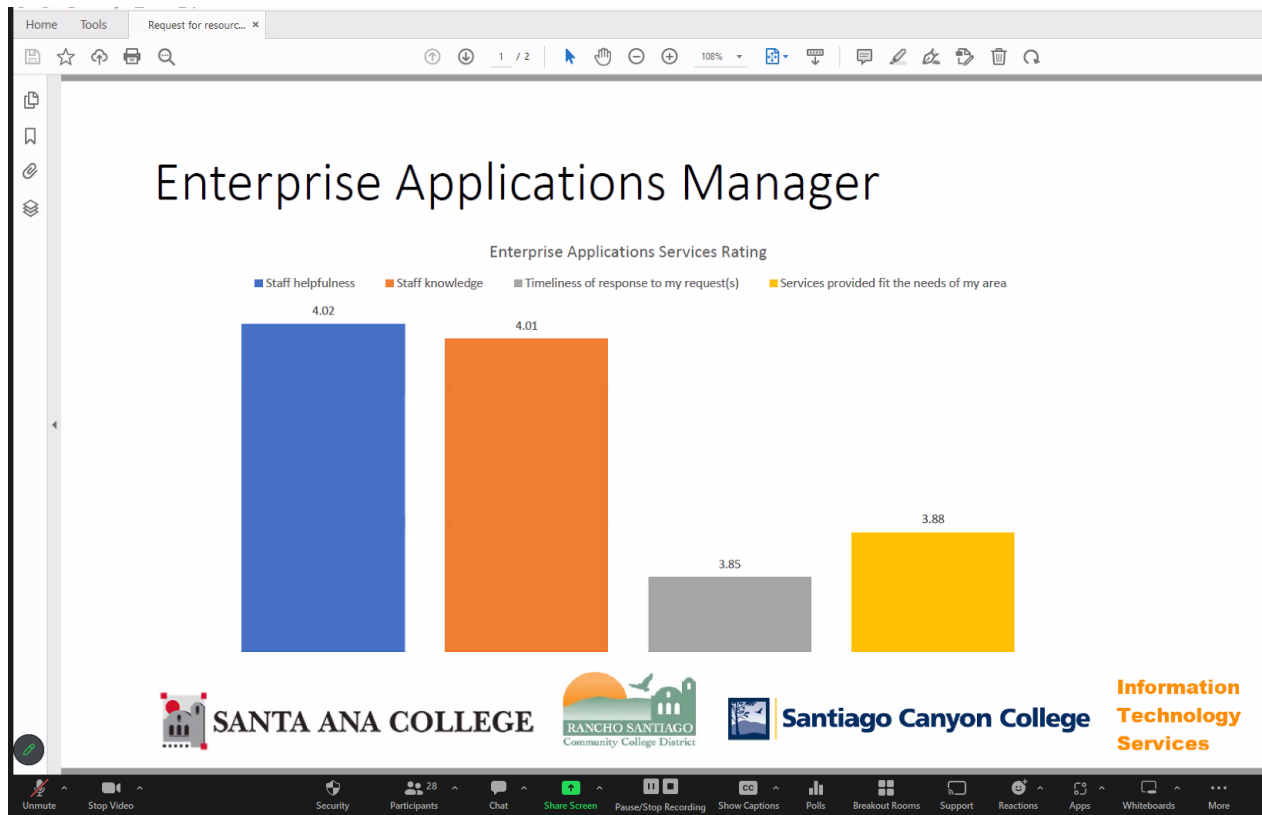   Ms. Santoyo reviewed October schedule.

VII.   **OTHER**
   Mr. Perez reported that November's meeting will have 2024-2025 Allocation Requests.
   Discussion of Institutional Memberships will take place at a future meeting.

   Next meeting scheduled for Wednesday, November 15, 2023.

   Mr. Perez adjourned the meeting at 5:42 pm.

V. a.

Mr. Gonzalez shared screen:

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution- alization?	District/College authorized submission
Submitted									
National Endowment for the Humanities Humanities Initiatives for Community Colleges $150,000	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
Post-Secondary Student Success Grant *Early Phase - $2-$4 million over 48 months*	SAC – Annebelle Nery	Goals 3 and 4	Sept. 25, 2023	Submitted	December 2023	10%	*Early-Phase* – 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
OC Community Foundation $150,000	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
Fall 2023									
Citibank Community Progress Makers $1 million	SAC – Dr. Nery	Goals 1, 2, 3 and 4	Nov. 8, 2023	Writing	Jan. 2024	No	Implement a project to prepare non-credit students as entrepreneurs/business owners with a focus on culinary arts and potentially other CTE areas.	No	Pending
DOL Strengthening Community Colleges Training $1.75 million	SCC – Jason Parks, Christopher Sweeten, Jose Vargas	Goals 1, 2, 3 and 4	Nov. 14, 2023	Writing	Jan. 2024	No	Develop Sector-Based Pathway Programs in partnership with employers	Yes – effective strategies expected to be sustained	Pending

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
EPA Innovative Water Infrastructure Workforce Development Grant $250,000 - $10 million	SCC – Jason Parks	Goals 1, 2, 3 and 4	Nov. 17, 2023	Writing	Jan. 2024	25%	Career training program to address regions workforce development needs and provide access to employment opportunities through apprenticeships, occupational training/cross-training/mentoring, and/or leadership development training for water and wastewater utility workers.	Yes – effective strategies expected to be sustained	Pending
NSF IUSE Up to $500,000	SCC	Goals 1, 3 and 4	Dec. 13, 2023	Considering	March 2024	No	Strengthen access, success in and completion of STEM programs	Yes – effective strategies expected to be sustained	TBD
Spring 2024									
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 (1+ 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

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Anticipated Due Date
EPA	Innovative Water Infrastructure Workforce	(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

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
	Development Grant				
National Science Foundation	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
NASA	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.	?	?
USDA Education & Workforce Development	Agricultural Workforce Training at Community Colleges	• 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 CCCCO 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
USDA Education & Workforce Development	Food & Agriculture Non-Formal Education	• 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. • Develop outreach materials that communicate the benefit of biotechnology. • Complement and build upon successful programs	Engaging secondary students in college and career planning to connect them to pathways leads to postsecondary degrees and transfer and readiness for	$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
		• Involve youth in the design, execution, and evaluation of activities that builds confidence in safe use of biotechnology in agriculture and the food system.	in-demand, high wage occupations.		
National Science Foundation	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

Upcoming Grant Opportunities

Focus Area	Description	Agency	Status	Open	Close
Workforce Development	Agriculture and Food Research Initiative Competitive Grants Program Education and Workforce Development	USDA-NIFA-AFRI	Posted	5/2/2023	12/7/2023
STEM	IUSE: Innovation in Two-Year College STEM Education	NSF	Posted	5/6/2023	12/13/2023
Education	NIJ FY23 Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)	DOJ-NIJ	Posted	9/18/2023	12/18/2023
STEM	Advancing Informal STEM Learning	NSF	Posted	8/20/2022	1/10/2024
Workforce Development	Evidence-Based Workforce Development – Facilitator Training	USDOJ-BOP-NIC	Posted	6/16/2023	1/18/2024
STEM	NSF Scholarships in Science, Technology, Engineering, and Mathematics Program	NSF	Posted	12/4/2022	2/20/2024
STEM	EHR Core Research: Building Capacity in STEM Education Research (ECR: BCSER)	NSF	Posted	12/24/2021	2/23/2024
STEM	Pathways into the Earth, Ocean, Polar and Atmospheric & Geospace Sciences	NSF	Posted	12/28/2022	2/23/2024
Regional Development	Tech Hubs Phase 1 NOFO	DOC-EDA	Posted	5/15/2023	2/28/2024
STEM	Scholarships in STEM Network	NSF	Posted	12/23/2022	3/27/2024
Workforce Development	Innovative Workforce Activity	USAID-VIE	Forecasted	6/9/2023	4/8/2024
STEM	Research Experiences for Teachers Sites in Biological Sciences	NSF	Posted	5/6/2021	7/31/2024
Workforce Development	Evidence-Based Workforce Development – Regional Training Series	USDOJ-BOP-NIC	Posted	6/16/2023	6/17/2025
Workforce Development	Training-based Workforce Development for Advanced Cyberinfrastructure (CyberTraining)	NSF	Posted	11/22/2022	9/26/2025
Labor	Announcement of Stand Down Grants	DOL-ETA-VETS	Posted	1/10/2023	9/30/2025
Labor	Updated National Dislocated Worker Grant Program Guidance	DOL-ETA	Posted	7/6/2022	6/27/2026

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
DO	OC Community Foundation	SBDC consultant hours (miscellaneous fee schedule) Hourly classified to support students in Applied Learning Experience
SAC	CAI Apprenticeship grants	TBD – 4 programs planned: After School Educator, Pre-apprenticeship for Preschool Teacher Apprenticeship, Criminal Justice, Culinary Arts
	Citibank	TBD
	Post-secondary Student Success Grant	25% Project Director Research Analyst Student Services Coordinator (OG) Student Assistants
SCC	DOL Strengthening Community Colleges Training	Project Director Student Services Coord. (PT or FT not determined) Stipends/hours for faculty to develop ECU pathways and employer partnerships
	EPA Water Workforce Development	Project Director Student Services Coord. (PT or FT not determined) Stipends/hours for faculty to develop Water/Wastewater pathways and employer partnerships
	CAI Apprenticeship grants	TBD – Discipline areas for 1 or more applications still under consideration.