



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

**MINUTES**

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

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

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.

Approved 12/6/23