



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

### **MINUTES**

**Wednesday, April 26, 2017 3:30pm-5:00pm**  
**District Office, Santa Ana Room #103**

#### **I. WELCOME & INTRODUCTIONS**

Mr. Enrique Perez called meeting to order at 3:54pm

##### **Members Present:**

Michael DeCarbo, Dr. Marilyn Flores, Dr. Bonita Jaros, David Jiménez, Enrique Perez, Nga Pham, Kristen Robinson, Mark Smith & Aaron Voelcker

**Staff in Attendance:** Patricia Duenez

**Not Present:** Claudia Figueroa, Carlos Lopez, Craig Rutan, and John Zarske

#### **II. MINUTES FOR REVIEW AND APPROVAL – February 22, 2017**

It was moved by Mr. DeCarbo, seconded by Mr. Smith and carried to approve the February 22, 2017 minutes.

#### **III. REPORT FROM DISTRICT COUNCIL – March 6, 2017**

A correction was made to item III. Mr. Perez corrected item III to April 3<sup>rd</sup> as the last District Council meeting.

Mr. Perez reported on the March 6<sup>th</sup> District Council meeting which included reorgs, budget matters, and reviews of the Governance Committee's midyear goals. Mr. Perez will follow-up with Judy Chitlik for HR's midyear goals.

##### **a. Special District Council April 17, 2017 meeting (review)**

Mr. Perez provided an update on the reduction of the District's budget in phase I and II, advocating at the Cabinet meetings on new positions being proposed and spoke on the upcoming trip with the Chancellor to Sacramento to meet with Assembly member Tom Daley in regards to SAC's Russell Hall.

#### **IV. PLANNING DESIGN MANUAL**

##### **a. Review Roles and Responsibilities**

Discussion ensued over the current roles and responsibilities and a need to review the number of responsibilities currently listed. Mr. Perez and Dr. Jaros volunteered to be part of the committee to produce a mission statement for POE that we can use as a sample for other committees to consider when producing mission statements for their committees.

##### **b. Possible additions to POE Committee membership**

Discussion ensued; however, no decisions were made.

##### **c. Review coordination with other Governance Committees**

#### **POE COMMITTEE MEMBERS:**

Michael DeCarbo • Claudia Figueroa • Dr. Marilyn Flores • Dr. Bonita Jaros • David Jimenez • Carlos Lopez • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

It was recommended to add POE's mission statement to the agenda as well as to have one document listing the mission statement of the other committees.

**V. PLANNING DESIGN MANUAL WORKSHOP (PLANNING) – August 22, 2017**

Discussion ensued about the upcoming workshop. Mr. Perez will meet with the chairs of the Governance Committee's to provide clarity on what their participation will be at the workshop. A possible flow chart. A survey was suggested to be sent out to the Governance Committee members with a link to their responsibilities listed on their website. The survey would ask committees to review their responsibilities and ask what their mission is. The response request would be to have all mission statements submitted by May 24<sup>th</sup>.

A draft agenda was discussed for the workshop:

- 1<sup>st</sup> half (75 minutes): Each committee will review/refine their: mission statements, roles/responsibilities and membership.
- 2<sup>nd</sup> half (75 minutes): Feedback on changes needed for the Planning Design Manual. POE committee will review and be prepared to bring these issues to the next meeting on May 24<sup>th</sup>.

**VI. UPDATES OF PLANNING AT THE COLLEGES**

a. Santa Ana College

Dr. Jaros reported that SAC is reviewing their mission statement to include the offering of a Bachelor's Degree.

b. Santiago Canyon College

Mr. Voelcker reported that draft 1 is almost complete of the educational master plan, to be completed by fall 2017.

**VII. GRANT DEVELOPMENT SCHEDULE (handout)**

Mr. Perez presented the grant schedule. It was suggested that a column be added of 'College Approved' with either a checkmark or no checkmark next to it indicating the college has reviewed and approved the proposed grant. Mr. Perez will relay that request to Resource Development.

**VIII. OTHER**

Mr. Perez thanked SCC for their dedication in attending POE meetings and thanked Dr. Jaros for her attendance in representing SAC.

**NEXT MEETING:** May 24, 2017 – DO Santa Ana Room #103

Mr. Perez adjourned the meeting at 4:53pm

approved: May 24, 2017