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Santa Ana College • Santiago Canyon College

## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

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

### **Minutes**

Wednesday, December 18, 2019 - 3:30pm-4:30pm

**Present:** Dr. Marilyn Flores, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Nga Pham, Sarah Santoyo, Mark Smith, Roy Shahbazian, and Aaron Voelcker

**Absent:** Yuri Betancourt, Michael DeCarbo, Melissa Govea, Aidan Kato, Kristen Robinson, and Harley Villanueva

Mr. Perez called the meeting to order at 3:37pm.

#### **I. WELCOME**

Mr. Perez provided welcoming remarks.

#### **II. MINUTES FOR REVIEW AND APPROVAL – October 23, 2019**

It was moved by Ms. Pham, seconded by Mr. Smith to approve the October 23, 2019 minutes. One abstention from Dr. Flores.

#### **III. REPORT FROM DISTRICT COUNCIL – November 4, 2019**

Mr. Perez referred to Ms. Santoyo for reporting as he was not present at the November meeting. Ms. Santoyo provided a brief report. There was discussion related to the history of vacant, unfunded and the removing positions, CSEA and updating org charts.

#### **IV. CURRENT PLANNING ACTIVITIES**

##### **a. Update of Planning Design Manual – pages 14-17**

Ms. Pham reported on updates to pages 14-17. It was emphasized that the committee should have a collective thought on pages as it ties together with BAM and the Planning Design Manual. Discussion ensued on district goals, alignment, following processes as outlined, providing evidence, history of processes for allocating resources, positions coming to HRC and FRC first before going to District Council; discussion on moving more towards planning and knowing how we have done as a committee with the strategic planning goals and if we met them.

**Mr. Perez** will connect with chair and co-chair of FRC, Mr. Hardash and Mr. Shahbazian, to ensure follow-up on pages 14-17.

**Committee members** will send Ms. Pham highlights of revisions and recommendations on pages 14-17.

##### **b. Update to Board of Trustees - Strategic Planning and Enrollment – January 13, 2020**

Mr. Perez provided some history of Strategic Planning presentations to the board, aligning with FRC to see how we've moved toward planning and commented that Trustee Alvarez will most likely want to have a board retreat in January. Mr. Perez would like to give board members an

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

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez  
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update on how we did for 2016-2019 goals and objectives and provide her with more information on enrollment.

c. District Services Planning Portfolio

Ms. Pham reported that the portfolio for District Services-Resource Allocation Request is done and would like it uploaded to the Intranet. There was discussion on ITS's budget and updating SCC's lab computers as they are over 12 yrs. old, last purchased with bond or grant monies. (*pending clarification on further discussion due to technical difficulties with recorder*).

**V. FOLLOW-UP & UPDATE ON IEPI PLAN**

a. FRC November 20, 2019 Meeting Follow-Up

Follow-up from Mr. DeCarbo was tabled for January's POE meeting as he was not present to report.

Mr. Perez reported that the AdAstra contract was being reviewed by ITS and Risk Management, IEPI funds are allocated for this use; the contract will be placed on the February Ed Services docket.

Dr. Lamb reported that the AdAstra consultants will be discussed at their GP's Feb. 18<sup>th</sup> meeting. AdAstra is the scheduling software to assist with room use, fill rates and faculty load. Results of the discussion is what Dr. Lamb would like to bring to the enrollment management committee.

Mr. Shahbazian reported on Pell Grants and the planning and budget committee; discussion ensued on missing out on funding since students aren't realizing that they may qualify for Pell Grants; Mr. Robert Manson would be the contact for analysis on the why students are not applying.

**VI. GRANT DEVELOPMENT SCHEDULE**

Ms. Santoyo provided a review of the schedule.

**VII. GUIDED PATHWAYS**

a. Santiago Canyon College

Dr. Flores reported that Starfish will do an in depth demo, reported on CAPS, allocating funding for career pathways, and work being done on the GP website.

b. Santa Ana College

Dr. Lamb reported on the scale of adoption report due in March, the GP coordinator was hired, the successful CAP Fair with a large participation of 300+ students among other attendees; the kick-off work to the 4<sup>th</sup> pillar; counseling faculty attending the Equity Institute at Skyline College in February 2020 with the 20 participants to provide a report when they return.

**VIII. PLANNING AT THE COLLEGES**

a. Santiago Canyon College

Mr. Voelcker reported that the deadline for program review had passed, provided an update on the EPP portal and read aloud highlights of the survey results on 'district's role on enrollment management'.

Mr. Perez asked **Dr. Lamb** to report back on SAC's comments of the survey.

b. Santa Ana College

Dr. Lamb reported on the Institutional Effectiveness Committee looking at integrated planning, revisions to the college handbook and the enrollment management group meeting.

**IX. OTHER**

Next meeting is scheduled for Wednesday, January 22, 2020.

Mr. Perez adjourned the meeting at 4:48pm

*Approved: January 22, 2020*