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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*

## **AGENDA**

**Wednesday, July 27, 2022 3:30pm-4:30pm**

<https://cccconfer.zoom.us/j/94764702826> or dial 1 669-900-6833 / 94764702826#

- I. WELCOME**
- II. \*APPROVAL OF MINUTES – Action**
  - a. June 22, 2022 regular meeting
- III. DISTRICT COUNCIL UPDATE – Information**
  - a. June 6, 2022 & June 21, 2022
- IV. COMMITTEE MEETINGS – HYBRID / VIRTUAL - Discussion**
- V. PLANNING AT THE COLLEGES - Information**
  - a. Santiago Canyon College
    - i. Planning Update
    - ii. Enrollment Update
  - b. Santa Ana College
    - i. Planning Update
    - ii. Enrollment Update
- VI. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information**
  - a. July 14, 2022 meeting: SCC Student Services
  - b. September 15, 2022 meeting: SAC Student Services
- VII. \*GRANT DEVELOPMENT SCHEDULE – Information**
- VIII. \*DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING - Information**
  - a. Update from July 21, 2022 meeting
- IX. OTHER**

*NEXT MEETING: **Wednesday, August 24, 2022***

*\*attachment provided*

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

## **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 – 2023 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.



**PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**  
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**Minutes**

Wednesday, June 22, 2022 3:30pm-5:00pm virtual by zoom

Present: Matthew Beyersdorf • Dr. Melba Castro • James Isbell • Dr. James Kennedy • Veronica Munoz • Tyler Nguyen • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sarah Santoyo • Mike Taylor • Jose F. Vargas • Aaron Voelcker  
Guest: Cheng Yu Hou, Iris Ingram, Narges Rabii, Jennifer De La Rosa, Alistair Winter

Mr. Perez called the meeting to order at 3:33pm.

**I. WELCOME**

Mr. Perez provided welcoming remarks.

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

a. \*May 25, 2022 regular meeting

It was moved by Mr. Rutan, seconded by Mr. Isbell and by roll call vote, carried with abstentions by Mr. Taylor and Mr. Vargas to approve the May 25, 2022 minutes.

**III. DISTRICT COUNCIL UPDATE – Information**

a. June 6, 2022

Mr. Perez reported on the June 6, 2022 District Council meeting.

**IV. \*REORG 1295 – DO / PEOPLE & CULTURE – Action**

Mr. Hou reported on Reorg #1295. Positions listed on Reorg as below:

#1 Manager, People & Culture, District Investigations

#2 Chief Mediation & Culture Officer, People & Culture

#3 Principal Business Partner, People & Culture (investigations)

Questions were raised and answered.

Business Services has not yet reviewed fiscal analysis on Reorg.

Ms. Ingram noted #1 manager and #3 principal positions driven by volume of complaints; positions are must have by law to follow up on complaints. The intake and investigator positions need to be separate positions. The mediator is designed to decrease investigations.

Mr. Hou reported #1 & #3 positions are needed most but #2 Mediator is for alternative path.

Members agreed to vote positions separately.

#1 Manager, People & Culture, District Investigations

It was moved by Dr. Kennedy; seconded by Mr. Voelcker and by roll call vote, carried unanimously.

#2 Chief Mediation & Culture Officer, People & Culture

It was moved by Mr. Isbell; seconded by Mr. Beyersdorf and by roll call vote, carried with the following votes:

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Dr. Melba Castro • Alana Gates • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Veronica Munoz • Dr. James Kennedy • Tyler Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Jose F. Vargas • Aaron Voelcker

Ayes: (7) Dr. Melba Castro, Dr. James Kennedy, Enrique Perez, Nga Pham, Sarah Santoyo, Jose Vargas, Aaron Voelcker

Noes: (6) Matthew Beyersdorf, James Isbell, Tyler Nguyen, Kristin Robinson, Craig Rutan, and Mike Taylor.

#3 Principal Business Partner, People & Culture (investigations)

It was moved by Ms. Pham; seconded by Dr. Kenney and by roll call vote, carried unanimously.

Reorg will be placed on agenda for approval at next District Council meeting.

**V. \*2022-2023 MEETING SCHEDULE – Action**

Mr. Perez provided overview of 2022-2023 schedule. Amendment made to meet November 16 for that month.

I was moved by Mr. Vargas; seconded by Ms. Pham and by roll call vote, carried unanimously.

Next agenda will have agenda item to discuss location of meetings; hybrid in person/zoom or zoom only. Ms. Duenez will place on agenda.

**VI. NOMINATION OF FACULTY CO-CHAIR – Action**

Mr. Craig Rutan was nominated to serve as faculty co-chair to POE.

It was moved by Mr. Isbell; seconded by Ms. Pham and by roll call vote, carried with abstention from Mr. Rutan.

**VII. RFP UPDATE - Information**

Mr. Perez will connect with Ms. Ingram re: RFP for Comprehensive Master Plan; will bring more information to next meeting.

**VIII. DISTRICT MISSION STATEMENT – Information**

a. Update from Board of Trustees June 13, 2022 meeting

Ms. Pham provided update.

Mr. Perez will connect with Chancellor on process to have Board of Trustees provide input and see revisions to mission statement as first reading as opposed to current process.

Mr. Voelcker noted concern on timeline of review of mission statement according to Comprehensive Master Plan (CMP) timeline where CMP is adjusted more regularly as compared to the mission statement; to be discussed as next CMP is developed.

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

a. Santiago Canyon College

i. Planning Update

Mr. Voelcker reported.

ii. Enrollment Update

Mr. Vargas reported on enrollment, class schedule for 8weeks classes and adding additional 6 sections to schedule due to demand.

Dr. Castro reported on summer; Outreach center reaching out to students to retake classes with low grades.

b. Santa Ana College

i. Planning Update

ii. Enrollment Update

Dr. Kennedy reported on noncredit.

**X. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information**

a. Next meeting – July 14, 2022

Ms. Pham reported on July 14, 2022 meeting and agenda topics. She is working with Dr. Castro and Dr. Hubbard.

**XI. GRANT DEVELOPMENT SCHEDULE – Information**

Ms. Santoyo reported on Grant Development Schedule; will update CERF to show no match and follow up to confirm update with Adam O'Connor.

**XII. \*DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING - Information**

a. Update from June 16, 2022 meeting

Mr. Perez noted agenda and actions items attached as informational.

**XIII. OTHER**

**Members** were reminded to forward Ms. Duenez questions re: BAM for discussion tentatively scheduled for August.

Next meeting is scheduled for Wednesday, July 27, 2022.

Mr. Perez adjourned the meeting at 4:51pm.

\*attachment provided

## 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
<b>Submitted</b>									
<i>Congressionally Directed Spending (Earmark) Feinstein and Padilla</i>  \$4.9 million	SCC – Dr. Pamela Ralston	#1, #2, #3 and #4	April 6, 2022	Submitted	November 2022	No	Implement local projects as proof-of-concept on establishing locally-led sustainable and equitable water treatment and management policies and practices to empower residents and youth to participate in civil efforts to address environmental challenges. In collaboration with the City of Orange, SCC's Water Utility Science students would have applied-learning/work-experience opportunities through local water management and usage projects.	No	No. Less than 1 week to submit for opportunity.
<i>Congressionally Directed Spending (Earmark) Correa</i>  \$2.5 million	Dr. Annebelle Nery	#1, #2, #3 and #4	April 13, 2022	Submitted	November 2022	No	Develop complete CTE pathways that start in non-credit courses (for CTE skill development and prep for credit programs, basic skills, English) and transition to credit certificate and degree programs. Develop these pathways for in-demand occupations and careers in the region to diversify the workforce and broaden engagement and access by marginalized populations. Collaborate with the Orange County, Santa Ana, and Anaheim Workforce Development Boards to connect dislocated, under- and un-employed workers to career training that leads	No	No less than 1 week to submit for opportunity.

## 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
							to in-demand jobs in the region.		
<i>Recovery &amp; Equity Regional Plan (RERP)</i> <i>CCCCO allocated \$10 million for the community colleges participation in RERP</i> <i>\$100,000</i> <b>Sub-award, as OC Workforce Development Board is the applicant</b>	Non-Credit – Lorena Chavez, Osiel Madrigal	Goals #1, #2, #3, #4	Due May 6, 2022	Submitted	June 2022	No	Non-credit IT Training program would be offered to clients of the OC WDB, Santa Ana WDB and Anaheim WDB.	No	Yes
<i>U.S. Department of Education, Upward Bound Math &amp; Science</i>  <i>\$250,000 per year for 5 years</i>	SCC – LaKyshia Perez	Goals #1, #2, #3, #4	June 3, 2022	Submitted	Summer 2022	No	Continue existing program to provide college prep services for low-income, first-generation students and students with disabilities, who want to pursue STEM majors.	No	Yes
<i>U.S. Department of Education, Title V – HSI</i> <i>\$600,000 year each year for 5 years</i>	SCC – Dr. Melba Castro	Goals #1, #3, and #4	June 6, 2022	Submitted	September 2022	No	Leverage GP to bolster early engagement and onboarding (1 <sup>st</sup> pillar) to improve retention and persistence, especially for Hispanic/Latinx and other disadvantaged or marginalized populations.	Yes	Yes
<i>U.S. Department of Education, Veterans Upward Bound</i>  <i>\$250,000 per year for 5 years</i>	SAC Veterans SAC – Mark Canett	Goals #1, #2, #3, #4	June 10, 2022	Submitted	September 2022	No	Continue existing program to provide college prep services for veterans who are low-income, first-generation and/or have disabilities.	No	Yes
<b>Summer 2022</b>									

## 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
<i>U.S. Department of Education CCAMPIS (Child Care Access Means Parents in School) 1% of Pell Award to the school</i>	DO – Janneth Linnell	Goals #1 and #3	July 12, 2022	Planning	October 2022	No	Create child care slots for student parents at SAC and/or SCC, for low-income student parents that enroll full-time each semester.	No	Pending
<i>OCDE, K-16 Collaborative Estimated at about \$250,000 million for the region.  SAC and SCC would be sub-awardees.</i>	SAC – Jeffrey Lamb.  SCC – Melba Castro, Elizabeth Arteaga	Goals #1, #2, #3, #4	Due July 18, 2022	Planning	June 2022	No	An intersegmental partnership (K12, CC, CSU, UC) and a steering committee in which 25% of members are local employers implement 4 recommendations from the 2021 Recovery with Equity report, and establish at least two pathways in Healthcare, Education, Business Management or Engineering/Computing.	Expectation that pathways will be maintained, as well as continued implementation of effective recommendations.	Pending
<i>Community Economic Resilience Fund (CERF) \$5 million</i>	DO – Dr. Alex Davis and Sarah Santoyo	Goals #1, #2 and #4	Planning Phase Application due July 25, 2022	Writing	September 2022	No	RSCCD will serve as the fiscal agent, in collaboration with the region's Workforce Development boards, who will convene constituencies throughout Orange County to contribute to developing a regional Equitable Economic Recovery plan.	No	Yes
<i>United States Citizenship and Integration Grant Program Up to \$250,000</i>	CEC – Song Hong	Goals #1 and #2	Due August 5, 2022	Writing	October 2022	20%	Provide high-quality citizenship preparation services.	No	Pending
<i>CCCCO, California Apprenticeship Initiative Pre-Apprenticeship and Apprenticeship grants Up to \$500,000 over two years</i>	SCC – Elizabeth Arteaga	Goals #1, #2, and #4	September 30, 2022	Considering	Within 4 months after submission.	Yes. 20% from employer partner.	Create a pre-apprenticeship or apprenticeship program in a non-traditional area or in an innovative way.	Yes. Expected that the pre-apprenticeship or apprenticeship program will be sustained after grant ends.	N/A, still considering

## RSCCD Resource Development Grant Development Schedule

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### California Community Colleges Chancellor's Office

**California Apprenticeship Initiative.** September 30, 2022. Up to \$500,000 over 2 years to establish Pre-Apprenticeship and Apprenticeship projects in new or non-traditional occupations that are DAS (Division of Apprenticeship Standards) approved.

### National Science Foundation

[Advanced Technological Education \(ATE\)](#)

Deadline: October 06, 2022

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## Grant Schedule

### Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
DO	CCAMPIS	Portion of a project support staff person
	CERF	OCRC – one position Resource Development – Special Project Specialist
	Office of Public School Construction <i>K16 Educational Collaborative</i>	Not known at this time
	Congressionally Directed Spending	Not known at this time
SCC		
	Office of Public School Construction <i>K16 Educational Collaborative</i>	Not known at this time
	Congressionally Directed Spending	Not known at this time
Continuing Education – SAC	Recovery & Equity Regional Plan – sub-award from OC WDB	Instruction and counseling – hourly Equipment to operate the IT training project
	UCSIC Citizenship and Integration Grant	Not known at this time



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## **DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP (DEMW) MEETING**

### **AGENDA**

July 21, 2022 12:00pm – 1:30pm

<https://cccconfer.zoom.us/j/93768488856> or dial 1-669-900-6833, 93768488856#

- I. Welcome & Introductions
- II. Review/Reaffirm DEMW focus, what was achieved in 21/22 (development of dashboards, data tools, etc.), and what the workgroup's priorities are for 22/23
- III. \*Action Items – June 16, 2022 – Informational (\*item attached)
- IV. Update from College Enrollment Management Workgroups Dr. Jeff Lamb / Jose Vargas
  - a. SAC
  - b. SCC
- V. Student Services Report on Strategies/Initiatives Dr. Hubbard / Dr. Castro
  - a. SAC
  - b. SCC
- VI. Marketing Efforts Nhadira Brathwaite / Dalilah Davaloz / Lilia Rodriguez
  - a. DO
  - b. SAC
  - c. SCC
- VII. Data and Research Tools Adam Howard/Nga Pham/Daniel Martinez
  - a. Modifications on RG542 Report and Fall 2022 Enrollment Data
  - b. Update from ITS on Student Data
- VIII. Other

*Next meeting: Thursday, August 18, 2022*

*Purpose of workgroup: to discuss strategic enrollment management related topics and issues from a districtwide perspective and learn how to better leverage resources districtwide to help our enrollment.*

#### **Workgroup Members:**

Nhadira Brathwaite, Dr. Melba Castro, Dalilah Davaloz, Dr. Adriene (Alex) Davis, Darlene Diaz, Jesse Gonzalez, Adam Howard, Dr. Vaniethia Hubbard, James Isbell, Dr. James Kennedy, Dr. Jeff Lamb, Daniel Martinez, Thao Nguyen, William Nguyen, Nga Pham, Lilia Rodriguez, Craig Rutan, Sarah Santoyo, John Steffens, Jose F. Vargas and Aaron Voelcker



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## **DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP (DEMW) MEETING**

### **Action Items**

June 16, 2022 12:00pm – 1:30pm via zoom

Mr. Perez called the meeting to order at 12:07pm.

- I. Welcome & Introductions  
Introductions made as this was Ms. Davaloz's and Ms. Rodriguez's first meeting.
- II. \*Action Items – April 26, 2022 – Informational (*no May meeting*)
- III. Update from College Enrollment Management Workgroups
  - a. \*SAC  
Dr. Lamb reported and provided update on fall enrollment.
  - b. SCC  
Mr. Vargas reported and provided update on fall enrollment.
- IV. Marketing Efforts
  - a. SAC  
Ms. Davaloz reported; shared screen of SAC campaign presentation.
  - b. SCC  
Ms. Rodriguez reported; shared screen of SCC campaign presentation.  
There was ROI discussion on mailers.
- V. Modifications on RG542 Report and Fall 2022 Enrollment Data  
Mr. Gonzalez reported.
- VI. Update from ITS on Student Data  
Mr. Gonzalez reported.
- VII. Other  
*Next meeting: Thursday, July 21, 2022*

Meeting adjourned at 1:09pm.

*\*item attached*

*Purpose of workgroup: to discuss strategic enrollment management related topics and issues from a districtwide perspective and learn how to better leverage resources districtwide to help our enrollment.*

Members present:

Dalilah Davaloz, Darlene Diaz, Jesse Gonzalez, James Isbell, Dr. Jeff Lamb, Thao Nguyen, William Nguyen, Enrique Perez, Nga Pham, Lila Rodriguez, Craig Rutan, Jose F. Vargas and Aaron Voelcker