



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

Minutes

Wednesday, January 25, 2023 3:30pm-4:30pm virtual by zoom

Present: Dr. Melba Castro • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Craig Rutan • Michael Taylor • Aaron Voelcker
Guests: Dr. Annebelle Nery, Daniel Martinez, Cristina Morones

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

I. WELCOME

Mr. Rutan provided welcome remarks.

Item IV. Membership is being postponed and pulled from the agenda to allow further review and discussion. This item will be brought back at February's meeting.

II. APPROVAL OF MINUTES – Action

a. *November 16, 2022 regular meeting

It was moved by Mr. Voelcker; seconded by Ms. Pham to approve the November 16, 2022 minutes. No abstentions, none opposed. Motion carried unanimously.

Ms. Dinh, ASG representative, inquired to the December 5, 2022 District Council meeting and approval of recommendation to increase district reserve in Board Policy 6250 Budget Management with next step for Board of Trustees approval. Concern raised on lack of feedback from campus constituents. ASG has concerns on process for approval and timeline and inquiring if there is a plan to present a more detailed plan of action that includes where funds are to be secured from and process.

Mr. Rutan provided historical context on recommendation from California Community College Chancellor's Office to slowly augment reserves with one time funding. A plan is being developed by the Vice Chancellor of Business Services as discussed at the Board's Fiscal Audit Committee. Board's Committee supported recommendation and Board Policy revision was made. Estimated timeline on impact on funding to campuses to be gradual over a decade's time.

Discussion ensued on one time funds. More detail is needed on plan.

Ms. Pleitez joined the meeting at this time.

Dr. Nery shared this is a recommendation and not a standard of the State, has pressed for more details.

Mr. Rutan shared ASG representatives typically do not attend FRC meetings as these are very detail orientated.

III. DISTRICT COUNCIL UPDATE – Information

a. Update from December 5, 2022 meeting

b. January 30, 2023 next meeting

Mr. Rutan provided brief report of December 2022 meeting; next meeting scheduled for January 30, 2023.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Veronica Munoz • Tyler Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

IV. MEMBERSHIP – Discussion / Action

a. *Membership Composition Recommendation

Item IV. pulled from agenda and postponed to allow further review and discussion; will be brought back at February's meeting.

V. COMMITTEE GOALS & ACCOMPLISHMENTS – Discussion / Action

a. *Approval of Committee Goals for 2022-2023

Ms. Pham provided review of recommendation to goals/accomplishments and timeline.

Mr. Rutan shared there were questions at today's FRC meeting on process to resource augmentation requests at district level and possible need to review process.

Ms. Pham noted recommendation; will look at Planning Guide and timeline.

A recommendation was made for addition to goals: Review and update annual evaluation of an institutional effectiveness at the district level and evaluate outcomes of work for continuous improvement.

Ms. Pham noted recommendation and will provide update to Mr. Perez.

Cristina Morones via chat: An orientation about the roles of the committees is a great idea. Especially to help onboard new members.

Questions were raised and answered related to data dictionary and data warehouse.

It was moved by Mr. Isbell; seconded by Dr. Kennedy and by roll call vote, carried unanimously to approve Committee Goals & Accomplishments with revision as recommended.

Aye: Dr. Melba Castro • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb •

Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Craig Rutan • Michael Taylor • Aaron Voelcker

VI. PLANNING - Information

a. District Office

i. *I&EP Update

Ms. Pham provided update to seed grant of \$200,000, focus of plan and grant next steps. Progress reports will be provided to committee.

b. Santiago Canyon College

i. Planning Update

Mr. Voelcker provided updates on planning, Strategic Management Plan locally approved, will provide updates on progress. Next in planning is Educational Master Plan.

ii. Enrollment Update

Mr. Voelcker reported to outpacing spring 2022 semester. FTES up and headcount down, will drill into data.

c. Santa Ana College

i. Planning Update

Dr. Lamb reported on college IEPI and work moving forward. Equity Plan submitted by deadline and RFP elements to not re-do entire Educational Master Plan.

ii. Enrollment Update

Dr. Lamb shared screen of draft Convocation Spring 2023 presentation; intersession doing great, spring up by 12.5%, enrollment trends shows up in all modalities, strong online full courses.

Mr. Rutan spoke to how classes are funded according to modalities: in person, online, hybrid and length of classes.

Dr. Kennedy reported on Continuing Ed enrollment: strong finish to fall and spring enrollment. Also spoke on behalf of Mr. Vargas for OEC enrollment: also up in spring growth.

Dr. Lamb shared screen of spring enrollment.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

This item provided as informational.

VIII. OTHER

Next meeting scheduled for Wednesday, February 22, 2023.

Mr. Rutan adjourned the meeting at 4:19pm.

It was moved by Dr. Kennedy; seconded by Mr. Isbell to adjourn the meeting.

Approved: February 22, 2023