



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

**AGENDA**

**Wednesday, February 26, 2025, 3:30 pm – 5:00 pm**

<https://rscdd-edu.zoom.us/j/88439883333> OR dial 1-669-444-9171 / 884 3988 3333#

- I. CALL TO ORDER**
- II. INTRODUCTIONS**
- III. \*APPROVAL OF MINUTES – Action**
  - a. January 22, 2025, regular meeting
- IV. DISTRICT COUNCIL - Information**
  - a. Previous meeting: Monday, February 3, 2025
  - b. Next meeting: Monday, March 3, 2025
- V. \*DISTRICT LEVEL PARTICIPATORY GOVERNANCE COMMITTEE MEMBERSHIP – PROPOSED CHANGES TO PLANNING DESIGN MANUAL - Information / Action**
  - a. \*Planning & Organizational Effectiveness (POE) - Action
  - b. \*Human Resources Committee (HRC) – Information
  - c. \*Fiscal Resources Committee (FRC) – Information
  - d. \*Physical Resources Committee (PRC) – Information
  - e. \*Technology Advisory Group (TAG) - Information
- VI. \*RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – TIMELINE & QUARTERLY REPORT OUT - Information**
  - i. June 25, 2025, POE Committee Meeting
  - ii. October 22, 2025, POE Committee Meeting
- VII. GRANT DEVELOPMENT SCHEDULE – Information**
  - a. New Resource Development Initiatives
- VIII. OTHER**

*NEXT MEETING: Wednesday, March 26, 2025, 3:30 pm -virtual by Zoom*

*\*attachment provided*

**POE COMMITTEE MEMBERS:**

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Larisa Sergeyeva • Christopher Sweeten • 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.

### RSCCD Strategic Directions 2024 – 2032

1. Advance the Rancho Santiago Community College District as a proactive and future-focused institution of educational excellence that is equitable, student-centered, and outcomes-focused for the student of today and tomorrow.
2. Forge strategic partnerships to create innovative pathways, ensuring relevance, equity, and quality of life enhancement for students through intentional outreach and collaborative initiatives.
3. Develop streamlined, data-informed, innovative systems and processes that utilize cutting-edge technology and collaboration to support both the employee experience and student access and success.
4. Leverage diverse funding streams, provide comprehensive professional development, and support accessible virtual spaces and physical facilities to increase student success in an ever-changing educational environment.

<p style="text-align: center;"><b>SAC Mission</b></p> <p style="text-align: center;">Santa Ana College inspires, transforms, and empowers a diverse community of learners.</p>	<p style="text-align: center;"><b>SCC Mission</b></p> <p style="text-align: center;">Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth.</p>	<p style="text-align: center;"><b>DSO Roles and Functions</b></p> <p style="text-align: center;">Centralized Services District Operations Board / Board Committee Support Regional, State, &amp; External Roles</p>
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2024-2032 RSCCD Comprehensive Plan for the District - Board approved June 24, 2024

### 2024-2025 MEETING SCHEDULE

**Location: Zoom or DO-Conference Room TBD**

**Time: 3:30pm-5:00pm\***

*\*or as noted on agenda*

2024	2025
<i>July (dark-no meeting scheduled)</i>	Wednesday, January 22
Wednesday, August 28	Wednesday, February 26
Wednesday, September 25	Wednesday, March 26
Wednesday, October 23	Wednesday, April 23
<b>NEW DATE Wednesday, November 13</b> <i>(due to Thanksgiving holiday)</i>	Wednesday, May 28
Wednesday, December 18 <i>(due to winter break)</i>	Wednesday, June 25



**PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**  
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**MINUTES**

**Wednesday, January 22, 2025, 3:30 pm – 5:00 pm**

**I. CALL TO ORDER**

Mr. Perez called the meeting to order at 3:34 pm.

Members present: Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo

Guests: Iris Ingram, Dr. Chi-Chung Keung, and Adam O'Connor

Patricia Duenez present as record keeper.

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

a. December 18, 2024, regular meeting

It was moved by Ms. Coyne; seconded by Dr. Lamb and carried unanimously to approve the December 18, 2024, minutes.

**III. DISTRICT COUNCIL - Information**

a. Previous meeting: Monday, December 2, 2024

b. Next meeting: Monday, February 3, 2025

Mr. Perez reported on action items from the December 2, 2024, District Council meeting.

**IV. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – Implementation / Next steps**

Mr. Perez reported will be providing a quarterly update at Chancellors' Cabinet on where all the plans are, colleges and DSO,

Ms. Coyne shared that she, Dr. Nery and Dr. Martinez are scheduled to meet with a consultant related to setting a baseline for moving forward in the spring.

Update to Board Institutional Effectiveness Committee (BIEC) is scheduled annually.

On the DSO plan implementation effort, Ms. Pham shared screen of file she shared with the Vice Chancellors, Alignment of 2024-28 DSO Goals and Objectives to 2024-32 RSCCD Strategic Directions. A meeting with the VCs and Ms. Pham is being scheduled to map out an implementation plan that will work with their respective staff.

**V. \*GRANT DEVELOPMENT SCHEDULE – Information**

a. New Resource Development Initiatives

Schedule provided as informational. Please forward any questions to Mr. Perez.

**VI. OTHER**

Mr. Perez shared that at February's meeting, POE will review recommendations to memberships of the other 4 (four) district participatory governance committees' and will be approving POE membership. **Mr.**

**POE COMMITTEE MEMBERS:**

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

Perez and Ms. Coyne are to meet to review POE membership; membership will be sent to POE prior to February's meeting.

The next meeting is scheduled for Wednesday, February 26, 2025.

Mr. Perez adjourned the meeting at 3:44 pm.

*\*attachment provided*

Approved \_\_\_\_\_

**RSCCD Governance Committees Membership**  
**(Planning Design Manual-District Council Approved 5/03/2021)**

FRC	HRC	PRC	POE	TAG
<p>☐ Vice Chancellor, Business Operations &amp; Fiscal Services (Co-chair)</p> <p>☐ Assistant Vice Chancellor, Fiscal Services</p> <p>☐ <u>Vice President of Administrative Services (SAC and SCC)</u></p> <p>Administrator-appointed by Santa Ana College President</p> <p>☐ Administrator-appointed by Santiago Canyon College President</p> <p>☐ <u>An administrator appointed by the Chancellor (DSO)</u></p> <p><u>Academic Senate President (SAC and SCC). One shall serve as committee Co-Chair for a two-year term (alternating between colleges)</u></p> <p><u>Two One</u> faculty representative members appointed by each Academic Senate (SAC and SCC), Santa Ana College &amp; Santiago Canyon College</p> <p>☐ A faculty representative member appointed by FARSCCD</p> <p>☐ Three Classified representatives appointed by CSEA (DSO, SAC, and SCC) (District Office, Santa Ana College &amp; Santiago Canyon College)</p> <p>☐ One of the faculty representatives shall serve as committee Co-chair for two years (alternating each college)</p> <p>☐ Student representatives (SAC and SCC, when possible) (Santa Ana College and Santiago Canyon College, when possible)</p> <p><u>Three administrative alternates with voting rights only in absence of the site administrative representative</u></p> <p>ADMIN: 5            FACULTY: 5            CLASSIFIED: 3            STUDENTS: 2</p>	<p>☐ Vice Chancellor, Human Resources (Co-chair)</p> <p>☐ Assistant Vice Chancellor, Human Resources</p> <p>☐ <u>Assistant Vice Chancellor, Human Resources, Investigation, and Equity</u></p> <p>☐ <u>District Services Manager appointed by Chancellor</u></p> <p>☐ Administrator appointed by Santa Ana College President</p> <p>☐ Administrator appointed by Santiago Canyon College President</p> <p>☐ Two faculty members appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</p> <p>☐ A faculty member appointed by FARSCCD</p> <p>☐ Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College).</p> <ul style="list-style-type: none"> <li>☐ One of the classified representatives shall serve as committee Co-chair</li> </ul> <p><u>Two ODEI Program Coordinator positions (Classified)</u></p> <p>☐ Student representatives (SAC, SCC, when possible)</p> <p>ADMIN: 5            FACULTY: 5            CLASSIFIED: 5            STUDENTS: 2</p>	<p>☐ Vice Chancellor, Business Operations &amp; Fiscal Services (Co-chair)</p> <p>☐ Assistant Vice Chancellor, Facility Planning, Construction and District Support Services (DSO)</p> <p>☐ <u>Vice President, Administrative Services (SAC and SCC)</u></p> <p><u>Director, Facility Planning (DSO)</u></p> <p><u>Three administrators appointed by the Chancellor (DSO) and each President (SAC and SCC)</u></p> <p>Administrator appointed by Santa Ana College President</p> <p>☐ Administrator appointed by Santiago Canyon College President</p> <p>☐ Two faculty representatives members appointed by each Academic Senate (SAC &amp; SCC), Santa Ana College &amp; Santiago Canyon College</p> <p>☐ Three Classified representatives appointed by CSEA (DSO, SAC and SCC). One shall serve as committee Co-Chair (District Office, Santa Ana College &amp; Santiago Canyon College)</p> <p>☐ One of the classified representatives shall serve as committee Co-chair</p> <p>☐ Student representatives (SAC, SCC, when possible)</p> <p>ADMIN: 8            FACULTY: 4            CLASSIFIED: 3            STUDENTS: 2</p>	<p>☐ Vice Chancellor Educational Services (Co-chair)</p> <p>☐ Assistant Vice Chancellor, Educational Services</p> <p>☐ Executive Director, District Research, Planning &amp; Institutional Effectiveness</p> <p>☐ <u>Vice President, Academic Affairs, Santa Ana College and Santiago Canyon College</u></p> <p>☐ <u>Vice President, Student Services, Santa Ana College and Santiago Canyon College</u></p> <p>☐ <u>Vice President, Continuing Education (or designee)</u></p> <p>☐ <u>Vice Presidents of Academic Affairs or Designees (Santa Ana College and Santiago Canyon College)</u></p> <p><u>Dean of Academic Affairs, Santa Ana College (or designee)</u></p> <p>☐ <u>Dean of Institutional Effectiveness, Library &amp; Learning Support Services, Santiago Canyon College</u></p> <p>☐ President of Academic Senate (Santa Ana College &amp; Santiago Canyon College). One president shall serve as committee Co-chair for two-year term (alternating between the colleges)</p> <p>☐ <u>Two One</u> faculty members appointed by each Academic Senate (Santa Ana College and Santiago Canyon College)</p> <p>☐ A faculty member representative appointed by FARSCCD</p> <p>☐ Three Classified representatives appointed by CSEA (District Office Services &amp; Operations, Santa Ana College and Santiago Canyon College)</p> <p>☐ <u>Two</u> Student representatives (Santa Ana College and Santiago Canyon College, when possible)</p> <p>ADMIN: 5            FACULTY: 5            CLASSIFIED: 3            STUDENTS: 2</p>	<p>☐ Assistant Vice Chancellor of Information Technology Services (Co-chair)</p> <p>☐ Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College &amp; Santiago Canyon College</p> <p>☐ Three faculty members: Co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</p> <p>☐ Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College)</p> <p>☐ Two students appointed by each Associated Student Government President, Santa Ana College &amp; Santiago Canyon College</p> <p>☐ One of the faculty representatives shall serve as committee co-chair</p> <p>☐ Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College &amp; Santiago Canyon College.</p> <p>☐ Two Faculty representatives shall represent the College not acting as co-chair.</p> <p>ADMIN: 5            FACULTY: 6            CLASSIFIED: 3            STUDENTS: 4</p>



## Rancho Santiago Community College District Educational Comprehensive Plans Implementation Timeline Year 1

*Reports should be no more than two pages but comprehensive enough to discuss individual achievements/outcomes, linking the College/DSO goals to the RSCCD Strategic Directions. These reports should also assist in outlining the annual report that will be presented to the Board Committee on Institutional Effectiveness sometime later in the year (tbd).*

*Please send reports directly to VC Perez, copying Nga Pham and Patricia Duenez.*

September 5, 2024	Enrique and Nga meet with Dr. Parks (SCC Lead) to map out an implementation plan that will work for the college
October 10, 2024	Enrique and Nga meet with Dr. Martinez & Claire Coyne (SAC Co-Leads) to map out an implementation plan that will work for college
January 16, 2025	Nga sends out a reminder of upcoming report to College/DSO leads
<b>January 23, 2025</b>	<b>College/DSO leads send updates to Enrique for his report to Chancellor's Cabinet</b>
February 25, 2025	Enrique and Nga meet with VC Ingram and VC Olson (all 3 VCs share DSO lead responsibilities) to map out an implementation plan that will work for staff
<b>March 10, 2025</b>	<b>College/DSO leads send updates to Enrique for his report to Chancellor's Cabinet</b>
<b>March 17, 2025</b>	<b>Enrique presents report to Chancellor's Cabinet</b>
June 12, 2025	Nga sends out a reminder of upcoming report to College/DSO leads
<b>June 19, 2025</b>	<b>College/DSO leads send updates to Enrique for his report to Chancellor's Cabinet</b>
<b>June 23, 2025</b>	<b>Enrique presents report to Chancellor's Cabinet</b>
June 2025	Year-One Report to Board Institutional Effectiveness Committee
October 13, 2025	Nga sends out a reminder of upcoming report to College/DSO leads
<b>October 23, 2025</b>	<b>College/DSO leads send updates to Enrique for his report to Chancellor's Cabinet</b>
<b>October 27, 2025</b>	<b>Enrique presents to report to Chancellor's Cabinet</b>