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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*

## **A G E N D A**

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

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

- I. CALL TO ORDER**
- II. \*APPROVAL OF MINUTES – Action**
  - a. December 18, 2024, regular meeting
- III. DISTRICT COUNCIL - Information**
  - a. Previous meeting: Monday, December 2, 2024
  - b. Next meeting: Monday, February 3, 2025
- IV. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – Implementation / Next steps**
- V. \*GRANT DEVELOPMENT SCHEDULE – Information**
  - a. New Resource Development Initiatives
- VI. OTHER**

*NEXT MEETING: Wednesday, February 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 • 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, December 18, 2024, 3:30 pm – 5:00 pm – Virtual by Zoom**

**I. CALL TO ORDER**

Mr. Perez called the meeting to order at 3:36 pm.

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

**Guests:** Iris Ingram, Dr. Chi-Chung Keung, Dr. Daniel Martinez, Carrie Matsumoto, Adam O'Connor, Kristin Olson, and Dave Waters.

Patricia Duenez present as record keeper.

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

a. November 13, 2024, regular meeting

It was moved by Ms. Coyne; seconded by Ms. Kubicka-Miller and carried unanimously to approve the November 13, 2024, minutes.

*Dr. Hubbard was not present for the vote.*

**III. DISTRICT COUNCIL - Update from Monday, December 2, 2024, meeting - Information**

a. Next meeting Monday, February 3, 2025

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

**IV. \*2025-26 REQUESTS FOR RESOURCE ALLOCATION – Continued Discussion / Information**

**a. \*Business Services**

1. Administrative Clerk 2. Facility Planning Specialist 3. District Safety Officers, Senior Armed (2) Vice Chancellor Ingram, Assistant Vice Chancellor Carrie Matsumoto and Chief Dave Waters spoke to staffing needs in their areas. Discussion ensued. Questions were raised and answered, and clarity was provided on how positions support district operations and colleges.

*Via chat: The Department of Justice, Community Oriented Policing Services published a document on appropriate staffing levels for campus public safety departments in 2011, which found that the actual ratio of officers to students in most universities is between 1.8 and 3 full-time equivalent officers per 1,000 students.*

**b. \*Educational Services**

1. \*Public Affairs / Publications (1 position): 1. Communications Specialist

Dr. Chi-Chung Keung reported on staffing needs. Discussion ensued. Questions were raised and answered, and clarity was provided on how position supports district operations and the colleges.

**POE COMMITTEE MEMBERS:**

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**c. Human Resources Staffing**

Kristin Olson, Vice Chancellor of Human Resources, reported on staffing needs. Current request for two (2) middle management positions: 1. Director of Human Resources and 1. Principal Analyst. Discussion ensued. Questions were raised and answered, and clarity was provided on how positions support district operations and the colleges.

Mr. Perez reported on next steps and timeline. Colleges will be going through their budget cycles and prioritization process. Projected timeline for colleges is end of February/beginning of March.

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

Ms. Pham reported on timeline of implementation, previously shared with Dr. Martinez and Dr. Parks.

It was suggested for college leads to provide report at next meeting.

Report due to Mr. Perez on January 23, 2025, from Colleges/DSO leads. The fall semester will include a one-year progress to the Board Institutional Effectiveness Committee (BIEC).

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

a. New Resource Development Initiatives  
Schedule provided as informational.

**VII. OTHER**

The next meeting will be held on Wednesday, January 22, 2025.

Mr. Perez adjourned the meeting at 4:47 pm.

*\*attachment provided*

Approved-----

## RSCCD Resource Development Grant Development Schedule

Grant	District/ College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
<b>Submitted</b>									
Congressionally Directed Spending Proposals – Correa \$2.5 million	SAC –Correa Dr. Nery	SD 2 & 4	March 22, 2024	<b>UPDATE: Project selected by Cong. \$1.184 million approved at committee level.</b>	Fall 2024	No	Project to support Criminal Justice apprenticeship programs.	No	Yes
Congressionally Directed Spending Proposals – Correa \$4.865 million	SAC – Dr. Nery	SD 2 & 4	March,22 2024	<b>UPDATE: Project selected by Cong. \$1.25 million approved at committee level.</b>	Fall 2024	No	Project to improve the instructional spaces for the Automotive, Diesel and Manufacturing programs.	No	Yes
Congressionally Directed Spending Proposals – Padilla/Rep. Kim \$2.57 million	SCC – Umberg / Kim Dr. Kim	SD 2 & 4	March 29, 2024	<b>UPDATE: Project selected by Senator</b>	Fall 2024	No	Project to support Water/Wastewater Technology programs	No	Yes
U.S. Department of Education TRIO Student Support Services \$1,361,820 (\$272,364 per year for 5 years)	SAC: Veronica Hurtado (SSS-Reg)	SD 1	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Yes
	SAC: Brenda Estrada (SSS-Vets)	SD 1 & 2	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 120 low-income, first-generation and disabled veteran students to improve their retention and success in college.	No	Yes
	SCC: LaKyshia Perez (SSS – Reg)	SD 1	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program

## RSCCD Resource Development Grant Development Schedule

Grant	District/College	Strategic Directions	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	District/College authorized submission
	SCC: LaKyshia Perez (SSS – Vets)	SD 1 & 2	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 120 low-income, first-generation and disabled students to improve their success in college.	No	Continuing program
	SCC: LaKyshia Perez (SSS – Teacher Prep)	SD 1 & 2	July 15, 2024	Submitted	Sept/Oct 2024	No	Continue to provide services to support 140 low-income, first-generation and disabled students to improve their retention and success in college.	No	Continuing program
<b>Fall 2024</b>									
Rebuilding Nursing Infrastructure (RNI) CCCCCO Up to \$2 million	SAC – Jeff Lamb & nursing faculty	SD 1 & 2	Feb 28, 2025	Writing	March 2025	No	Expand existing Nursing Associate Degree program.	Yes	Pending
	SCC – Jason Marks, Michelle Samura	SD 1 & 2	Feb 28, 2025	Writing	March 2025	No	Develop non-credit to credit pathway for LVN program that connects to Pre-Nursing transfer program.	Yes	Pending
Rising Scholars CCCCCO \$100,000/year for 3 years	SAC – Gregory Toya	SD 1 & 2	Feb. 28, 2025	Writing	March 2025	No	Projects to support students in prison/jail, or students on campus, or both to support justice-impacted students to persist to earn credit units and degrees.	No	Yes
	SCC – Joanne Armstrong			Writing					Yes
OC Community Foundation	SAC – Ernie Gomez	SD 1 & 2	Feb.2025	Writing	April 2025	No	Implement Adv. Manufacturing project plan supported by OCCF in 2024.	No	Pending
Foundation grants: Carnegie Mellon, Nordstrom Foundation	SCC – Michelle Samura	SD 1 & 2	Open submission cycle	Considering	Varies	No	TBD. In general, strengthen Humanities & Social Sciences programs through interdisciplinary projects that engage the community, employers and university partners.	No	Pending

## RSCCD Resource Development Grant Development Schedule

GRANT OPPORTUNITIES IDENTIFIED THROUGH DC TRIPS					
Agency	Opportunity	Purpose	Align with college or district priorities	Award Range	Due Date
<i>Opportunities identified for 2025</i>					
DOJ	Multiple	-AI for Criminal Justice Purposes (research & eval focus) -Social Science Research & Eval of Forensic Science Systems -Cyclical professional development/workforce development related to CJA (keep on the radar)	Projects that support criminal just academies and other CJA and security projects.	Varies	Varies
<i>Opportunities applied for that were identified in 2024</i>					
DOE	Clean Energy Workforce Training	Planning and Capacity Development project to create the partnerships with employers and CBOs to provide work-based learning and employment opportunities in Clean Energy occupations and to provide energy & efficiency assessment services to small- and medium-sized businesses as an Industrial Assessment Center.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$200,000 planning grant	May 16, 2024
<i>Congression-ally-Directed Spending</i>	Cong. Correa, Rep. Kim, Sen. Padilla	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2-\$4 million per project x 3 projects	Spring 2024
<i>Opportunities applied for that were identified in 2023</i>					
<i>Congression-ally-Directed Spending</i>	Cong. Correa	Upgrade career education classrooms to provide training that is state-of-the-art and aligned with industry standards and priorities.	Provide low-income students access to high-quality career education that leads to high-wage jobs	Applied for \$2 million	Spring 2023
EPA	Innovative Water Infrastructure Workforce Development Grant	(1) assist in the development and use of innovative activities relating to water workforce development and career opportunities in the drinking water and wastewater utility sector, and (2) expand public awareness about drinking water and wastewater utilities.	Develop SCC's Water/Wastewater Technology Program	Applied for \$6 million	Nov. 17, 2023

## RSCCD Resource Development Grant Development Schedule

### National Science Foundation

**Grant Title: NSF 24-551: Hispanic-Serving Institutions: Enriching Learning, Programs, and Student Experiences**

**Grant Due Date:** February 12, 2025 – Second Wednesday in Feb., Annually thereafter  
Implementation and Evaluation Projects (IEP), Education Instrumentation (EI)

**Estimated Number of Awards:** 23 to 33

#### **Estimated Range of Awards | Project Length:**

- Educational Instrumentation (EI) awards (7 – 9 awards, up to 2 years): \$200,000
- IEP Level 1 awards (10 – 14 awards, up to 3 years): \$500,000
- IEP Level 2 awards (6 – 10 awards, up to 5 years): \$1,000,000

#### **Eligible Applicants:**

To be eligible for funding in the Implementation and Evaluation Projects (IEP) Track, an institution must meet the following criteria:

1. Be an accredited institution of higher education.
  - Offer Undergraduate STEM educational programs that result in certificates or degrees.
  - Satisfy the definition of an HSI as specified in section 502 of the Higher Education Act of 1965 (20 U.S.C. 1101a). In particular, institutions will be required to submit an updated eligibility letter from the U.S. Department of Education as a supplementary document.
  - Be designated as an HSI by the U.S. Department of Education at the time of submission. Documentation from the Department of Education confirming HSI status must be submitted as a supplemental document.
2. To be eligible for funding in the Educational Instrumentation (EI) Track, the institution must meet the four criteria listed above at the time of submission and:
  - Be an eligible Primarily Undergraduate Institution (PUI). Eligible PUIs are accredited colleges and universities (including two-year community colleges) that award Associates degrees, Bachelor's degrees, and/or Master's degrees in NSF-supported fields, but have awarded 20 or fewer Ph.D./D.Sci. degrees in all NSF-supported fields during the combined previous two academic years; or
  - Be located in an EPSCoR jurisdiction at the time of submission.

**Who May Serve as PI:** No restrictions or limits

#### **Limit on Number of Proposals per Organization:**

- Educational Instrumentation Proposals: **Eligible institutions may submit up to two proposals per year.**
- Implementation and Evaluation Proposals: **Eligible institutions may submit up to a total of three IEP proposals per solicitation deadline**, regardless of level. An institution may, for example, submit three Level 1 IEP proposals, or one Level 1 IEP proposal and two Level 2 IEP proposals in the same deadline.

Updated: January 2025



## RSCCD Resource Development Grant Development Schedule

### **Target population:** (pg. 7)

1. Hispanic Serving Institutions
2. Undergraduate STEM students at HSIs, particularly those who are first-generation, have financial need, or belong to other underserved groups.

### **Program Purpose:**

1. Enhance the quality of undergraduate science, technology, engineering, and mathematics (STEM) education at HSIs.
2. Increase the recruitment, retention, and graduation rates of students pursuing associated or baccalaureate degrees in STEM. (pg. 2)

### **Overview:**

The grant proposal should focus on studying and improving student experiences and outcomes in the following settings:

- STEM Courses: particularly for students pursuing STEM degrees;
- Certificate, minor, and/or degree programs;
- Academic departments or divisions;
- Schools and colleges that represent a part of the entire institution (e.g., a School of Engineering or a College of Natural Sciences).

Common Expectations for Implementation and Evaluation Projects (IEP) level 1 and 2:

Two funding levels determine the maximum budget, timeline, and scope for the proposed projects. The following elements are expected within all IEP proposals, all IEP proposals regardless of funding level:

(pg. 8-10)

- Projects must address at least one goal of the HSI program and align with areas such as Courses, Curricula, and Pedagogy, or Institutional Structures and Pathways.
- Use evidence, including indigenous knowledge and other traditions, to support project components through a review of relevant literature.
- Institutional Data Narrative to be included that used disaggregated data to provide insights into the institution and its students.
- Design activities, support, evaluation, and research plans considering the intersecting identities of students, such as low-income, commuter, parenting, first-generation, or veteran status.
- If the project involves multiple institutions, clearly describe the roles of all senior personnel and the nature of the collaboration, ensuring all collaborating institutions have a voice in the project execution.

**IEP Level 1:** Up to 3 years with a maximum budget of \$500,000

- Scope: Early-stage or exploratory projects that enrich the student experience, improve teaching, and learning, broaden participation in undergraduate STEM, or improve student outcomes at HSIs.
- Activities: Can be novel or involve the replication and validation of promising approaches or high-impact practices that may be new to the institution.

## RSCCD Resource Development Grant Development Schedule

- Research Plans: Optional, but in the absence of a research plan, there must be a plan to generate knowledge through the analysis and broad dissemination of data and outcomes obtained through project evaluation.
- Level 1 IEP – are welcome to submit a letter of collaboration. The letters should adhere to the guidelines.

**IEP Level2:** Up to 5 years with a maximum budget of \$1,000,000

- Scope: Project beyond the proof-of-concept stage with the potential for sustainable positive outcomes aligning with HSI program goals.
- Research Plans: Required to generate new knowledge on building institutional capacity, enhancing the quality of undergraduate STEM education, and improving recruitment, retention, and graduation rates. \*Must include specific and actionable research questions, be theoretically grounded, and draw from diverse data streams.
- Level 2 IEP – are welcome to submit a letter of collaboration from internal and external partners. The letters should adhere to the guidelines.

**Educational Instrumentation (EI) Track:** Up to 2 years with a maximum budget of \$200,000. The goal of EI Track is to increase access to the computing resources and/or laboratory instrumentation needed to provide high-quality undergraduate education in STEM. Institutions may submit at most two EI proposals each year. (pg. 10 – 11)

**Focus:** All proposals to the EI track should be to support instrumentation and/or computing resources used primarily for undergraduate STEM courses.

**Restrictions:**

- Proposals focusing on instrumentation and computing facilities primarily for undergraduate research experiences in specific investigators' labs are not supported.
- Sustaining Infrastructure and building systems
- Construction, renovating, or modernization of rooms, building, or research facilities.

**Grant Schedule**  
**Summary Sheet of Positions Related to Grant/Contract Proposals**

#	Funder	Site	Grant Title/Project	Proposed Positions
1.	U.S. Department of Education	SAC	TRIO Student Support Services - Regular	• Est. 50% Director, 100% Coordinator, tutors
2.	U.S. Department of Education	SAC	TRIO Student Support Service - Vets	• Est. 50% Director, 50% Coordinator, tutors
3.	CCCCO	SAC	Rising Scholars Network	• TBD
4.	CCCCO	SAC	Rebuilding Nursing Infrastructure	• TBD
5.	OCCF	SAC	Advanced Manufacturing Project	• TBD
6.	U.S. Department of Education	SCC	TRIO Student Support Services - Classic	• Est. Director 25%, Coordinator 25%, tutors
7.	U.S. Department of Education	SCC	TRIO Student Support Services - Vets	• Est. Director 25%, Coordinator 25%, tutors
8.	U.S. Department of Education	SCC	TRIO Student Support Services – STEM	• Est. Director 25%, Coordinator 25%, tutors
9.	U.S. Department of Education	SCC	TRIO Student Support Services – Teacher Prep	• Est. Director 25%, Coordinator 25%, tutors
10.	CCCCO	SCC	Rising Scholars Network	• TBD
11.	CCCCO	SCC	Rebuilding Nursing Infrastructure	• TBD

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3.	CCCCO	SAC	Rising Scholars Network	• TBD
4.	CCCCO	SAC	Rebuilding Nursing Infrastructure	• TBD
5.	OCCF	SAC	Advanced Manufacturing Project	• TBD
6.	U.S. Department of Education	SCC	TRIO Student Support Services - Classic	• Est. Director 25%, Coordinator 25%, tutors
7.	U.S. Department of Education	SCC	TRIO Student Support Services - Vets	• Est. Director 25%, Coordinator 25%, tutors
8.	U.S. Department of Education	SCC	TRIO Student Support Services – STEM	• Est. Director 25%, Coordinator 25%, tutors
9.	U.S. Department of Education	SCC	TRIO Student Support Services – Teacher Prep	• Est. Director 25%, Coordinator 25%, tutors
10.	CCCCO	SCC	Rising Scholars Network	• TBD
11.	CCCCO	SCC	Rebuilding Nursing Infrastructure	• TBD