



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

MINUTES

Wednesday, November 30, 2016 3:30pm-5pm

District Office, Decision Room 340

I. WELCOME & INTRODUCTION

Mr. Enrique Perez called meeting to order at 3:32pm. Quorum was reached.

Members Present:

Claudia Figueroa, Dr. Marilyn Flores, Dr. Bonita Jaros, Carlos Lopez, Enrique Perez, Nga Pham, Connie Ramos, Kristen Robinson, Mark Smith & Aaron Voelcker.

Staff in Attendance: Patricia Duenez

Not Present: Michael DeCarbo, Craig Rutan and John Zarske

II. PUBLIC/COMMITTEE MEMBER COMMENTS

No public comments were made.

III. MINUTES FOR REVIEW AND APPROVAL - October 26, 2016

It was moved by Mr. Perez, seconded by Ms. Ramos and carried unanimously to approve the October 26, 2016 minutes.

IV. REPORT FROM DISTRICT COUNCIL – NOVEMBER 7, 2016

Dr. Jaros reported that the District Council has agreed to use the form for each Governance Committee Goals, using the POE Committee's goals as a sample. Dr. Jaros suggested the forms be sent to the Governance Committee's that do not yet have them. All five Governance Committee Goals would be forwarded to Debra Gerard. Dr. Jaros also reported that Mr. Hardash had reported changes to the Budget Allocation Model that were then approved. Dr. Jaros also reported that District Council had suggested future meetings be scheduled once a month instead of bi-monthly.

V. DISTRICT STRATEGIC PLAN UPDATE AGENDA - FEBRUARY 27, 2017

It was proposed that a task force be created to plan for the District Strategic Plan update for the Board of Trustees. Mr. Voelcker, Dr. Jaros, Ms. Pham and Mr. Perez volunteered to be on the task force. Discussion ensued over the content for the agenda. Proposed agenda items were suggested: 1. overview; 2. presentation of the metrics; 3. enrollment management (Mr. Lopez & Dr. Flores); 4. possibly asking the Presidents to speak. Mr. Voelcker, Dr. Jaros, Ms. Pham and Mr. Perez will meet to discuss and plan the session. Mr. Lopez and Dr. Flores will also meet to decide on how to handle the enrollment management portion.

POE COMMITTEE MEMBERS:

Michael DeCarbo • Claudia Figueroa • Dr. Marilyn Flores • Dr. Bonita Jaros • Carlos Lopez • Enrique Perez • Nga Pham • Connie Ramos
Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

VI. DATA METRICS TO SUPPORT 2016-19 RSCCD STRATEGIC PLAN (handout)

Ms. Pham reported that the Human Resources Committee suggested that the third bullet to Objective 4D be deleted. A suggestion was made to balance out data for all goals to have the same amount of bullet points under each objective. Discussion ensued on money generation for Goal #1, Objective 1B ‘Sustainable Revenue Streams’. Ms. Pham will send out the ‘Data for the 2016-2019 Strategic Plan’ to the responsible party of each goal and objectives.

VII. POE GOALS FOR 2016-2017

a. RSCCD Participatory Governance Summit (February 7, 2016) - Confirm Draft Agenda

Ms. Pham provided an overview, a handout of last year’s summit and recommendations from last year’s summit. Discussion ensued over the content, structure, layout, facilitators and hospitality for the Governance Summit. It was suggested that a summary report of the outcomes from the Governance Summit to be forwarded to POE staff member, Ms. Duenez.

b. Pre-Summit Survey – responses (handout)

Ms. Pham reported on and reviewed the ‘District Services Satisfaction Survey 2016 responses. Responses suggested the District in general would like to know more about the roles of the five Governance Committees and how they are interlinked. Discussion ensued on how to address the weak areas of the survey.

c. Goal #1: work to align the planning and budget cycles between the colleges and the District

This item was deferred to a future meeting.

VIII. UPDATES OF PLANNING AT THE COLLEGES

a. Santa Ana College

Mr. Lopez provided an update for Santa Ana College. The planning initiative for the Educational Master Plan is to take place during the spring session. Mr. Lopez reported on the IEPI team to look at the integrated planning of the college.

b. Santiago Canyon College

Mr. Voelcker provided an update for Santiago Canyon College. SCC is working on their Educational Master Plan. The colleges committees should have a rough draft by February 2017.

IX. DISTRICT SERVICES SATISFACTION SURVEY, 2016 (handout, informational item)

Ms. Pham distributed the survey conducted two years ago as a sample of what is to be sent out once faculty returns from winter break.

X. GRANT DEVELOPMENT SCHEDULE (handout)

Dr. Jaros presented the Grant Schedule. No questions were raised.

XI. Other - NEXT MEETING: February 22, 2017

Dr. Jaros adjourned the meeting at 4:56pm

[Approved: February 22, 2017](#)