



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

MINUTES

Tuesday, September 6, 2016 **4-5pm
District Office, Decision Room 340**

I. WELCOME & INTRODUCTION

Mr. Enrique Perez called meeting to order at 4:06pm

Roll Call:

Michael DeCarbo, Dr. Marilyn Flores, Dr. Bonita Jaros, Carlos Lopez, Enrique Perez, Nga Pham, Kristen Robinson, Craig Rutan, Aaron Voelcker

Staff in Attendance: Patricia Duenez

Not Present: Connie Ramos, Mark Smith, John Zarske

- I.a.** A handout was provided on membership as well as membership listed on the website. Discussion ensued about updates and revisions.

II. MINUTES FOR REVIEW AND APPROVAL: April 27, 2016 & May 25, 2016

It was moved by Mr. Craig Rutan, seconded by Dr. Bonnie Jaros to approve the April 27, 2016 & May 25, 2016 minutes. The motion carried with the following vote: Aye –Mr. Michael DeCarbo, Dr. Marilyn Flores, Dr. Bonita Jaros, Mr. Enrique Perez, Ms. Nga Pham, Ms. Kristen Robinson, Mr. Craig Rutan and Mr. Aaron Voelcker.

III. REVIEW MISSION AND PURPOSE OF POE

a. Roles and Responsibilities

The minutes of May 25, 2016 have been approved; page 31 of the *RSCCD 2012 Planning Design Manual* will now require changes to the ‘Responsibilities’ column.

b. 2016-2019 RSCCD Strategic Plans

An intense review of the *Strategic Plan* will be conducted at a later time. Discussion ensued on 1st, 2nd and 3rd year planning processes, data collection and final progress. It was suggested to change the title of the “Strategic Planning Session” to “District Strategic Plan Update.”

c. Committee Goals for 2016-2017

Discussion ensued about the recommendation of six (6) goals for 2016-2017:

1. Work to align the planning and budget cycles between the colleges and the District.
2. Serve as the oversight committee for the RSCCD Mission and Strategic Plan.
3. Ensure integration of clearer responsibilities between the Fiscal Resources Committee (FRC) and POE utilizing District Council as the designator of responsibilities.
4. Assist in planning the District Governance Summit.
5. Serve as the oversight committee for district-wide grants.
6. Inform district governance committees of their respective roles in accreditation so they may serve as a support to the colleges.

POE COMMITTEE MEMBERS:

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

Discussion ensued about the purpose and outcomes of the RSCCD Governance Summit. The next Governance Summit is to be calendared for fall 2016.
The committee reached consensus on the goals as presented.

IV. REPORT FROM DISTRICT COUNCIL

The agenda from the August 29, 2016 District Council meeting was provided to members. Some of the District Council members present shared what was discussed at that meeting, which included the budget, the FARSCCD request of Human Resources to create a task force related to the instructional calendar, the guiding principles in which the calendar is created, its process, and where the information should be housed on the RSCCD website.

V. Review Input from April 18, 2016 RSCCD Participatory Governance Summit Outcome

Dr. Jaros reviewed the handout "POE recommendations for improvements to District-wide Governance/Planning." Discussion ensued about the creation of a form for governance committees to enter their goals, challenges and accomplishments to be submitted to District Council at the end of the academic year. The form, or chart, is to be created by Dr. Jaros and Mr. Perez for POE to use to submit to District Council.

VI. Review of Accreditation Standards-RSCCD Strategic Goals & Objectives Cross-Walk (Draft)

Dr. Jaros reviewed the handout ACCJC Accreditation Standards and RSCCD Strategic Plan Alignment. Approval of the draft was moved by Mr. Craig Rutan, seconded by Ms. Nga Pham to approve the ACCJC Accreditation Standards and RSCCD Strategic Plan Alignment. The motion carried with the following vote: Aye –Mr. Michael DeCarbo, Dr. Marilyn Flores, Dr. Bonita Jaros, Carlos Lopez, Enrique Perez, Nga Pham, Kristen Robinson, Craig Rutan and Aaron Voelcker.

VII. Updates of Planning at the Colleges

a. Santa Ana College

Dr. Jaros discussed how SAC is reviewing their Educational Master Plan. In the fall, Dr. Jaros will be working with Mr. Lopez, along with Julie Slark from SAC, on the Integrated Planning Design Manual. The Mission Statement will be reviewed in spring 2017 as well.

b. Santiago Canyon College

Mr. Voelcker discussed the Educational Master Plan and the final draft set of goals to be submitted to the Academic Senate for final review and comment at their next meeting.

VIII. Grant Development Schedule

Mr. Perez reviewed the Grant Schedule. The match column will designate requirements for matched funds.

IX. INFORMATION

Board of Trustees' Self-Evaluation Process

Ms. Pham commented about the Board's upcoming September 19th meeting, at which time the Board of Trustees will discuss their Self-Evaluation Process.

X. Other

NEXT MEETING: September 28, 2016

Mr. Perez adjourned the meeting at 4:53pm.

Approved: September 28, 2016