



Building the future through quality education

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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

A G E N D A

Wednesday, February 22, 2017 3:30pm-5:00pm

District Office, Decision Room 340

- I. Welcome & Introduction**
- II. Public/Committee Member Comments**
- III. Minutes for Review and Approval - November 30, 2016**
- IV. Report from District Council – January 30, 2017**
- V. Follow-Up of the February 7, 2017 RSCCD Participatory Governance Summit**
- VI. Strategic Plan Updates to Board of Trustees – February 27, 2017**
- VII. POE Goals for 2016-2017 Update**
- VIII. Updates of Planning at the Colleges**
 - a. Santa Ana College
 - b. Santiago Canyon College
- IX. Grant Development Schedule**
- X. Other**

NEXT MEETING: **March 22, 2017**

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.

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

RSCCD Comprehensive Master Plan 2013 – 2023
RSCCD Goals

RSCCD Goal 1

RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2

RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.



Rancho Santiago Community College District
District Council Meeting
January 30, 2017

Executive Conference Room
3:00 – 5:00 p.m.

Agenda

- | | |
|--|-----------|
| 1. Approval of Minutes of November 28, 2016 Meeting | Rodríguez |
| 2. February 6, 2017 Board of Trustees Meeting | Rodríguez |
| 3. Strategic Technology Plan - Approval | Krichmar |
| 4. Committee Reports | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Chitlik |
| c. Fiscal Resources Committee | Hardash |
| d. Physical Resources Committee | Hardash |
| e. Technology Advisory Group | Krichmar |
| 5. Constituent Representative Reports | |
| a. Academic Senate - SAC | Jones |
| b. Academic Senate – SCC | DeCarbo |
| c. Classified Staff | Pleitez |
| d. Student Government – SAC | Cervantes |
| e. Student Government – SCC | Chian |
| 6. Other | |

Next Meeting:
March 6, 2017
3:00 – 5:00 p.m.
Executive Conference Room #114



Rancho Santiago Community College District District Council Meeting

MINUTES

January 30, 2017

Members:	Raúl Rodríguez	Present
	Peter Hardash	Absent
	Enrique Perez	Absent
	Judy Chitlik	Present
	Jim Kennedy for Linda Rose	Present
	John Hernandez	Present
	Elliott Jones	Absent
	Michael DeCarbo	Present
	Roxana Pleitez	Absent
	Lisette Cervantes	Present
	Nicole Moya	Present
	Esther Chian	Absent
	Lee Krichmar	Present
	Bonnie Jaros	Present
	Mary Mettler	Present
	Diane Hill	Absent
	Amber Stapleton	Present
	George Sweeney	Present

Chancellor Raúl Rodríguez convened the meeting at 3:05 p.m.

1. Approval of Minutes of November 28, 2016

It was moved by Mr. DeCarbo, seconded by Mr. Sweeney and carried unanimously to approve the minutes of the November 28, 2016 meeting.

2. February 6, 2017 Board of Trustees Meeting

Dr. Rodríguez shared highlights of the agenda for the February 5, 2017 Board of Trustees Meeting.

3. Strategic Technology Plan

It was moved by Mr. DeCarbo and seconded by Dr. Jaros to approve the district Strategic Technology Plan as recommended by the Technology Advisory Group. Discussion ensued. The motion carried unanimously to approve the district Strategic Technology Plan.

Strategic Technology Plan (continued)

Dr. Rodríguez informed the committee of the recent “ransomware” attack at Los Angeles (LA) Valley College where the LA Community College District had to pay hackers \$28,000 to regain access to their electronic information. Ms. Krichmar stated that hackers are very good and ransomware links can have any address attached to it so employees should hover their mouse over the link to view the true address to the link. Ms. Krichmar plans to provide a link to a video explaining what to do/not do with email that appears suspicious. It was suggested that the video be shown to faculty at the beginning of the academic year.

4. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Vice Chair Jaros reported that the last meeting was held on November 30 where discussion took place regarding the Governance Summit and Board Strategic Planning Meeting in February. Dr. Jaros reported that Ms. Nga Pham is working on the board’s planning design to be presented at the February 27, 2017 board meeting.

b. Human Resources Committee (HRC)

Ms. Chitlik reported that the committee met on December 14, 2016 and cancelled the January 2017 meeting. Ms. Stapleton indicated the next scheduled meeting is to be held on February 8, 2017. The committee discussed its assessment goals and the Diversity Report.

c. Fiscal Resources Committee (FRC)

Ms. Mettler reported that the committee held an online meeting on January 28, 2017.

d. Physical Resources Committee (PRC): No report

e. Technology Advisory Group (TAG)

Ms. Krichmar reported that the committee completed its assessment goals at its last meeting held on December 1, 2016.

5. Constituent Representative Reports

a. Academic Senate/SAC: No report.

b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.

c. CSEA: No report.

d. Student Government/SAC: Ms. Cervantes reported on the activities of the SAC Student Government.

e. Student Government/SCC: No report.

6. Other

Dr. Rodríguez reported that it was recently discovered that several joists in the roof of Building N at Santa Ana College were damaged a long time ago which made it necessary to remove classes from that building.

Ms. Chitlik presented requests for a reorganization from Mr. Enrique Perez’ area for approval. The reorganization includes replacing two small business assistant directors

Other (continued)

with one director position. She indicated the positions are funded with restricted funds, not general funds. Discussion ensued. It was moved by Ms. Jaros and seconded by Ms. Stapleton to approve the abovementioned reorganization. The motion carried with a vote of abstention from Mr. DeCarbo and Ms. Mettler.

7. Next Meeting: The next District Council meeting will be held on Monday, March 6, 2017 in the Executive Conference Room (#114).

Meeting Adjourned: 3:47 p.m.

Approved:



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PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

Committee Goals 2016-2017 Fall 2016 Update

The POE Committee has met monthly during fall 2016; all agendas include an item related to one or more of the POE goals in progress. The final meeting was held November 30, 2016. The first meeting in the spring semester will be February 22, 2017.

1. Work to align the planning and budget cycles between the colleges and the District.
This item is ongoing. There is an ongoing agenda item for SAC and SCC planning updates. The resource allocation timelines of SAC and SCC are coordinated with the district timelines through the Planning and Institutional Effectiveness Committee (PIE) at SCC and the Resource Allocation Request process (RAR) overseen by the Planning and Budget Committee at SAC. This alignment needs to be formalized, however.
2. Serve as the oversight committee for the RSCCD Mission and Strategic Plan.
A workgroup have been developed to create the PowerPoint presentation for the February 27, 2017 Board meeting to present the 2016-2019 RSCCD Strategic Plan. The POE committee has also approved the data points selected by the workgroup to complement the 2016-2019 Strategic Plan Update for the February 2018 meeting of the Board of Trustees. Data will be collected from designated groups/persons in preparation for the Board presentation. This process was presented to District Council and approved.
3. Ensure integration of clearer responsibilities between the Fiscal Resources Committee (FRC) and POE utilizing District Council as the designator of responsibilities.
The chairs of POE and FRC attend District Council; in fall 2016 no issue has arisen regarding committee responsibilities.
4. Assist in planning the District Governance Summit.
The POE committee has created an agenda for the February 7, 2017 governance summit, and the committee will take the lead to oversee the summit on behalf of the Chancellor and District Council.
5. Serve as the oversight committee for district-wide grants.
The Vice Chancellor of Educational Services serves as the chair of POE and presents a grants update at every meeting. All questions and comments are documented in the minutes.
6. Inform district governance committees of their respective roles in accreditation so they may serve as a support to the colleges.
An accreditation update will be made at the February 7, 2017 governance summit.

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RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
Submitted								
<i>Beverage Container Recycling Grant Program \$50,000 - \$250,000 (CA Dept. of Resources Recycling and Recovery)</i>	DO – Tracy Conner	Goal #5	July 7 th	UPDATE: Awarded.	Two cycles: December 2016 and August 2017	No	Implement a beverage container recycling and litter reduction program to promote increased recycling of beverage containers and reduce litter.	The containers and related items will purchased will remain in use
<i>EHS Child Care Partnerships \$1.5-2 million (U.S. Dept. of Health & Human Services)</i>	DO – Janneth Linnell	Goals #1 and #2	August 1, 2016	Submitted	September 2016	Yes 20%: consists of state-funded staff & unclaimed indirect	Expand child care services through partnerships with service providers and referral organizations, and home-based child care providers.	No
<i>Upward Bound – Regular \$1,250,000 (U.S. Dept. of Education)</i>	SAC – Romelia Madrigal	Goals #1, #2, and #4	November 28, 2016	Submitted	August 2017	No	Provide college and career preparation and planning services for low-income & at-risk Santa Ana high school students.	No
<i>Zero-Textbook-Cost Degree Grant Program (Chancellor’s Office) Up to \$35,000 for planning</i>	SAC – Glenn Doolittle	Goals #3 and #4	December 12, 2016	UPDATE: Awarded	December 16, 2016	No	Develop a plan or implement a project to offer a Zero-Textbook-Cost Degree Program	Yes. Continue to offer courses using OER for no-cost.
<i>Community College Initiatives (National Endowment for the Humanities) \$100,000</i>	SCC - Jared Kubicka-Miller	Goal #4	January 12, 2016	Submitted	Late-spring 2017	No	Implement a multi-disciplinary project to engage students in building critical thinking and communication skills by exploring the theme of “First Generation Women and Power.”	No
<i>WIOA Adult Education (CA Dept of Education)</i>	CEC – Jarek Janio; OEC – Jose Vargas		February 10, 2017	Submitted		No	New competition for next 3-year cycle for adult education programs.	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>California Promise Grant (\$750,000)</i>	SAC – Sara Lundquist SCC – Ruth Babeshoff		February 3, 2017	UPDATE: Not awarded.	February 14, 2017	No	Use funds to provide 1-year free-college, allow students to enroll in a full-year of classes, and work with high schools and CSUs/UCs to provide structured pathways to degree completion.	Yes
January 2017								
<i>Improving Undergraduate Science Education \$600,000 (National Science Foundation)</i>	SAC – Crystal Jenkins		January 11, 2016	UPDATE: insufficient time for development ; will apply for similar opportunity at another time.	Summer 2017	No	Implement a multi-disciplinary project to improve retention and learning in core science courses required for STEM degrees and transfer	No
February 2017								
<i>CA Guided Pathways</i>	SAC – Carlos Lopez		February 28, 2017	Developing	March 31, 2017	No	Institution-wide implementation of structured program & degree pathways	Yes
March 2017								
<i>College Assistance Migrant Program \$2,125,000 (U.S. Dept. of Education)</i>	SCC – Deisy Covarrubias	Goals #1, #2 and #4	Due March 10, 2017	Writing	August 2017	No	Engage in outreach and recruitment of children of migrant families, and provide extensive educational and support services during their first year in college.	No
<i>Upward Bound Math & Science \$1,250,000 (U.S. Dept. of Education)</i>	SCC – Maggie Cordero	Goals #1, #2, and #4	Due March 22, 2017	Writing	August 2017	No	Provide college & career preparation & planning services for low-income & at-risk OUSD high school students who intend to pursue STEM majors	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Market Development Cooperator Program (U.S. Chamber of Commerce)</i>	DO – Lynn Stewart	Goal #2	Due March 27, 2017	Writing	Summer 2017	Yes. 2 to 1. 50/50 cash & in-kind	Implement a project to improve training and alignment with industry in the Global Trade & Logistics Sector	No
April 2017								
<i>Sector Navigator – ICT/Digital Media</i>	DO – Enrique Perez	Goal #2	Mid-April	Planning	June 2017	Yes. Will be met thru 3 rd party in-kind.	Implement a state-wide project to support ICT/Digital Media program development that is well-aligned with industry & increases completion & job attainment.	No
<i>Deputy Sector Navigator – Retail / Hospitality / Tourism \$200,000 base, plus \$100,000 in-region</i>	DO – Ruth Cossio-Muniz	Goals #1, #2, and #4	Mid-April	Planning	June 2017	1:1 36% GF 23% ICR unclaimed 41% 3 rd party	Implement regional projects to support Retail/Hospitality/ Tourism, ICT/Digital Media, Small Business and Global Trade and Logistics program development at the community colleges that are well-aligned with industry workforce needs and increases student completion of certificates and degrees and attainment of high-wage occupations. GF = General Fund ICR = Indirect Cost Rate 3 rd Party = in-kind contributions	No
<i>Deputy Sector Navigator – ICT/Digital Media \$200,000 base, plus \$100,000 in-region</i>	DO – Enrique Perez	Goals #1, #2, and #4	Mid-April	Planning	June 2017	1:1 80% GF 20% 3 rd party		No
<i>Deputy Sector Navigator – Small Business \$200,000 base, plus \$100,000 in-region</i>	DO – Elizabeth Arteaga	Goals #1, #2, and #4	Mid-April	Planning	June 2017	1:1 18% GF 19% ICR unclaimed 63% SBDC grant		No
<i>Deputy Sector Navigator – Global Trade & Logistics \$200,000 base, plus \$100,000 in-region</i>	DO – Lynn Stewart	Goals #1, #2, and #4	Mid-April	Planning	June 2017	1:1 64% GF 28% ICR unclaimed 8% 3 rd party		No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Veterans Upward Bound \$1,250,000 (U.S. Dept. of Education)</i>	SAC – Brenda Estrada	Goals #1, #2, and #4	Due date expected in April.	Planning	August 2017	No	Provide college and career preparation and planning services for veterans.	No
Spring 2017								
<i>Child Care Access Means Parents in School Program \$520,000 per campus (U.S. Dept. of Education)</i>	DO – Janneth Linnell	Goal #4	Early spring 2017	Planning	August 2017	No	Provide child care services to low-income parents enrolled at Santa Ana College or Santiago Canyon College.	No
<i>GEAR UP (Gaining Early Awareness & Readiness for Undergraduate Programs) \$600,000-\$800,000 per year over 5 years</i>	SAC – Sara Lundquist SAC would be a sub-award to UCI.	Goals #1, #3, and #4	Mid/Late Spring	Planning	October 2017	No	Provide college-readiness and planning services to cohorts of Santa Ana high school students beginning in 7 th grade and through until senior year, and 1 st year in college.	No
<i>Various Foundation grants to Support Model United Nations Program</i>	SCC – Marilyn Flores & Narges Rabii-Rakin	Goals #1, #3, and #4	No deadline. Submission of LOI to be invited to submit full proposals.	Planning	NA	No	Support applied learning of critical thinking, problem solving, communication and negotiation skills through students' participation in MUN competitions.	No
Fall 2017								
<i>National Endowment for the Humanities</i> - <i>Community College Initiative Grants</i> - <i>HSI Initiative Grants</i>	SCC – Marilyn Flores, Narges Rabii-Rakin (MUN), and Jared Kubicka-Miller (Forensics)	Goals #1, #3, and #4	October – December 2017	Planning	RFAs are not out yet	No	Secure funds to support applied learning of critical thinking, problem-solving, communication, and negotiation through participation in MUN & Forensic competitions.	No