



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

### **MINUTES**

**Wednesday, May 24, 2017**

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

**District Office – Santa Ana Room #103**

#### **MEMBERS PRESENT:**

Michael DeCarbo, Dr. Marilyn Flores, Dr. Bonita Jaros, Enrique Perez, Nga Pham, Kristen Robinson, Craig Rutan, Mark Smith & Aaron Voelcker

**Staff in Attendance:** Patricia Duenez

**Not Present:** Claudia Figueroa, David Jiménez, Carlos Lopez and John Zarske

Mr. Enrique Perez called meeting to order at 3:33pm

#### **I. MINUTES FOR REVIEW AND APPROVAL - April 26, 2017**

A correction was made to item VI, wording on the report from Dr. Jaros on Updates of Planning at the Colleges.

It was moved by Mr. DeCarbo, seconded by Dr. Jaros and carried to approve the April 26, 2017 minutes as corrected.

#### **II. REPORT FROM DISTRICT COUNCIL – May 8, 2017**

Mr. Perez provided a report from the May 8, 2017 District Council meeting. No action was taken.

#### **III. PLANNING FOR 8/22/17 RSCDD PARTICIPATORY GOVERNANCE SUMMIT**

a. Follow-up with Committee Chairs (Mission Statement, Roles/Responsibilities, Membership) - Enrique Perez

Mr. Perez connected with the Governance Committee chairs. Discussion ensued. A question was raised on the Physical Resources Committee responsibilities. Mr. Perez will follow up with PRC to clarify. Revisions were agreed on to #1, #4, #6 of POE's Responsibilities and to Membership items #1, #2 and #3.

The following suggestions were made: add membership of 'One faculty member shall serve as a committee member for two years, add the POE mission statement to the top of the POE Responsibilities and Membership page in the Planning Design Manual and a revision to the beginning of the POE Mission Statement to read "The Mission of POE is to serve the district level ..."

#### **POE COMMITTEE MEMBERS:**

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

Ms. Kristin Robinson will serve as Mr. Elliott Jones's replacement as the SAC's Academic Senate faculty appointee.

- b. Review of the Planning Design Manual (areas need updating, addition and deletion) for Next Revision - All POE Committee Members

Members will review manual by the next scheduled meeting. It was agreed to reschedule the June 28<sup>th</sup> meeting earlier to June 21<sup>st</sup>. Discussion ensued on the August 22<sup>nd</sup> Workshop.

**IV. IEPI TREATMENT OF AREAS OF FOCUS** - Michael DeCarbo (additional handout)

The IEPI letter was provided as an additional handout. The IEPI team plans to visit RSCCD in the fall. Discussion ensued. Mr. Perez will forward the committee questions from the Matthew Lee, the IEPI Project Director, sent him.

**V. PLANNING UPDATES AT THE COLLEGES**

- a. Santiago Canyon College - Aaron Voelcker

Mr. Voelcker provided an update on accreditation, the year at a glance document and their mission statement.

- b. Santa Ana College - Bonnie Jaros

Dr. Jaros provided an update on their mid-term report and a review on their mission statement for the strategic plan update.

**VI. DISTRICT OPERATIONS PLANNING PORTFOLIOS** (Information) - Nga Pham

Ms. Pham reported that 2015-2017 is closing out and results from the satisfaction surveys of 2017-2019 are being worked on.

**VII. GRANT DEVELOPMENT SCHEDULE** (Information) - Enrique Perez

It was suggested to add a column to the schedule: "College Approved".

**VIII. MEETING CALENDAR - 2017-2018** (handout)

It was suggested and agreed to revise the meeting dates to the following: November 29, 2017; February 28, 2018; March 28, 2018

**IX. OTHER**

Next meeting is scheduled for June 21, 2017

Mr. Perez adjourned the meeting at 4:55pm.

**Approved: September 27, 2017**