



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

### **MINUTES**

Wednesday, October 25, 2017 - Time: 3:30pm-5:00pm  
District Office – Santa Ana Room #103

#### **MEMBERS PRESENT:**

Noelle Chase, Michael DeCarbo, Dimitri English, Dr. Marilyn Flores, Enrique Perez, Nga Pham, Mark Smith, Aaron Voelcker, and Monica Zarske

**Staff in Attendance:** Patricia Duenez

**Guest Present:** Alistair Winter

**Not Present:** Kristen Robinson and Craig Rutan

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

#### **I. MINUTES FOR REVIEW AND APPROVAL - June 21, 2017 & September 27, 2017**

It was moved by Mr. DeCarbo, seconded by Mr. Voelcker and carried to approve the June 21, 2017 and September 27, 2017 minutes.

#### **II. REVIEW OF TITLE IX JOB DESCRIPTION-District Administrator for Institutional Equity, Compliance, and Title IX - Alistair Winter**

Mr. Winter reviewed the Title IX job description. Discussion ensued. It was agreed that the job description would be placed on the next agenda as a formal request accompanied by an organizational chart.

#### **III. REPORT FROM DISTRICT COUNCIL – October 2, 2017**

Mr. Perez reported on the October 2, 2017 District Council meeting which included discussions on all hiring committee members be provided Equal Employment Opportunity (EEO) training.

#### **IV. 2016-2019 STRATEGIC PLAN PROGRESS REPORT**

Ms. Pham commented that by February 2018 the report needs to be vetted at District Council. Discussion ensued. It was suggested to have the link to the Progress Report uploaded to the POE website. Mr. Perez suggested he would bring up the Progress Report at the next Cabinet meeting.

#### **V. IEPI PRT VISIT DEBRIEF**

- a. Strategic Planning
- b. Budget Allocation Model
- c. Enrollment Management

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

Michael DeCarbo • Dr. Marilyn Flores • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • Monica Zarske

Mr. Perez provided a debrief of the October 20<sup>th</sup> visit. Mr. Perez will be forwarding an evaluation of the visit to those present at the October 20<sup>th</sup> meeting. The Chancellor is to put together a workgroup in preparation for the work needed prior to the next PRT visit on December 6<sup>th</sup>. A workshop was suggested. Discussion ensued on committee goals, college goals, college needs, and district wide services.

**VI. STRATEGIC PLANNING FOR GUIDED PATHWAYS**

**VII. PLANNING MANUAL WORKSHOP**

Mr. Perez will discuss items VI and VII with Ms. Pham. Ms. Pham will send the committee tentative dates for the Planning Manual Workshop. It was suggested that ‘Guided Pathways’ be a standing item on future agendas.

**VIII. PLANNING UPDATES AT THE COLLEGES**

**a. Santiago Canyon College**

Mr. Voelcker provided a report on Santiago Canyon College.

**b. Santa Ana College**

Ms. Zarske provided a reported on Santa Ana College.

**IX. GRANT DEVELOPMENT SCHEDULE - Enrique Perez**

Mr. Perez reviewed the grant schedule. No action was taken.

**X. OTHER**

The next meeting is scheduled for Wednesday, November 29, 2017.

Mr. Perez called the meeting adjourned at 4:54pm

**Approved: November 29, 2017**