



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

Minutes

Wednesday, January 23, 2019 - Time: 3:30pm-5:00pm

MEMBERS PRESENT:

Michael DeCarbo, Claudia Del Valle, Melissa Govea, Dr. Jeffrey Lamb, Enrique Perez, Nga Pham, Sarah Santoyo, Mark Smith, Aaron Voelcker, and Monica Zarske

Staff: Patricia Duenez

Not Present: Faviola Chacon, Dr. Marilyn Flores & Kristen Robinson

Mr. Perez called meeting to order at 3:40pm.

I. MINUTES FOR REVIEW AND APPROVAL – November 27, 2018

It was moved by Mr. Smith, seconded by Mr. Voelcker to approve the November 27 minutes. One abstention from Ms. Zarske as she was not present at the November 27 meeting.

II. REPORT FROM DISTRICT COUNCIL – November 19, 2018

Mr. Perez provided a brief report on the reaffirmation of mission statement and the Chancellor's selection committee.

III. IEPI PLAN – Update

Ms. Pham provided an update on the Retreat Sub-Committee being formed with members: Mr. DeCarbo, Mr. Perez, Ms. Pham, Mr. Voelcker and Ms. Zarske. The Strategic Plan objectives was discussed along with Enrollment Management and Guided Pathways.

A.1. **Ms. Pham** will provide Dr. Lamb and Mr. Voelcker mapping to look for gaps in the Strategic Planning objectives for 2019-2022.

Dr. Lamb arrived at this time.

Dr. Lamb, Mr. Voelcker and Ms. Pham will meet to review the Gap Analysis portion of the Retreat.

Updates were made to the work plan.

B. 2. **Mr. Perez** will connect with Dr. Lamb and Dr. Flores to assist with IT's involvement on the purchase of analytics software. Dr. Lamb is working on contributions to the Functions Mapping but needs assistance with getting the work done. **Mr. Perez** will assist Dr. Lamb on the attendees for his working session.

IV. VISION FOR SUCCESS - ALIGNMENT TO PLANNING

- Mr. Voelcker reported on the process of voting with the goal to have everything together by March to present to the Board on April 29th.
- Dr. Lamb reported on localizing the data to come up with goals with the same deadline to present to the Board. **Dr. Lamb** will appoint a SAC presenter.

POE COMMITTEE MEMBERS:

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V. 2019-2022 STRATEGIC PLANNING RETREAT – May 10, 2019

a. Draft Agenda – Review

Ms. Pham reported on the Retreat Sub-committee meeting on January 9th to draft the calendar of activities. A draft agenda was reviewed. An additional handout of ‘Calendar of Activities Leading up to the Retreat’ was provided.

Discussion ensued on the agenda, pre-activity emails to the Governance Committees, and follow-up.

Board of Trustees Guiding Principle and Goals for 2019-2020 (additional handout-informational)

Mr. Perez provided the informational handout from the Board of Trustees Retreat on January 18 and 19th. These are charges, a clear set of goals that the Board wants the next Chancellor to work on. The Board will be approving these draft Goals at the February 4th Board meeting.

Discussion ensued. Mr. Perez will bring back comments from POE to the Chancellor’s Cabinet.

VI. GUIDED PATHWAYS

Guided Pathways Steering Committee – Draft Members (additional handout)

Mr. Perez provided an additional handout of the Guided Pathways Steering Committee, a task force that will report to POE. Discussion ensued. It was suggested for POE to meet 3:30-4:30pm and the Guided Pathways Committee to meet 4:30-5:30pm, same days that POE meets. Ms. Duenez will reach out to the draft committee members for their availability to meet from 4:30-5:30pm. Mr. Perez invited all POE Committee Members to attend the Guided Pathways Steering Committee.

a. Santiago Canyon College

Mr. DeCarbo reported on the institute and the communication leads and facilitators meeting on March 11; letter to be sent to the college, not students, related to surveys.

b. Santa Ana College

Dr. Lamb reported on the upcoming conference and pricing on software aligned with Guided Pathways.

VII. PLANNING AT THE COLLEGES

a. Santiago Canyon College

b. Santa Ana College

No new updates to report from both colleges

VIII. GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo reviewed the grant schedule.

IX. OTHER

None.

X. NEXT MEETING: *Wednesday, February 27, 2019*

Mr. Perez adjourned the meeting at 5:02pm

Approved: February 27, 2019