



## PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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

### Minutes

Wednesday, February 27, 2019 - Time: 3:30pm-5:00pm

#### MEMBERS PRESENT:

Michael DeCarbo, Claudia Del Valle, Dr. Marilyn Flores, Melissa Govea, Dr. Jeffrey Lamb, Enrique Perez, Nga Pham, Yadira Rayo-Penalosa, Kristen Robinson, Sarah Santoyo, Mark Smith & Aaron Voelcker

**Staff:** Patricia Duenez

**Guest:** Daniel Gonzalez, SAC ASG

**Not Present:** Monica Zarske

Ms. Pham called meeting to order at 3:36pm.

#### I. INTRODUCTION OF NEW MEMBER

Ms. Rayo-Penalosa and Mr. Gonzalez were introduced as representatives from SAC ASG.

**Dr. Flores** will follow-up on student representation from classified and ASG.

3:38pm *Dr. Lamb arrived at this time.*

#### II. MINUTES FOR REVIEW AND APPROVAL – January 23, 2019

It was moved by Mr. Voelcker, seconded by Mr. Smith to approve the January 23 minutes. Three abstentions from Dr. Flores, Ms. Rayo-Penalosa & Mr. Gonzalez as they were not present at the January 23 meeting.

#### III. REPORT FROM DISTRICT COUNCIL – January 28, 2019 (*additional handout*)

A copy of the draft District Council Minutes were provided as a handout.

Ms. Pham provided a brief overview and reported that all Governance Committees completed their assignment in preparation to the Planning Retreat of reviewing assigned pages of the current District Design Planning Manual.

#### IV. IEPI PLAN – Update

Ms. Pham reviewed the recent updates as highlighted on the plan. Discussion ensued. Planning and timelines are being aligned for the May 10 Retreat and for the 2019-2022 Enrollment Management.

4:20pm *Mr. DeCarbo and Mr. Perez arrived at this time.*

It was requested that Enrollment Management be added to the retreat agenda. **Ms. Pham** will update the agenda.

There was discussion on what the colleges need from the district to improve and make informed decisions on the EMP and what the ask or need is.

It was requested that ‘District’s Role in Enrollment Management’ be added to the agenda for the next committee meeting. **Ms. Duenez** will follow-up on the agenda.

#### POE COMMITTEE MEMBERS:

Michael DeCarbo • Claudia Del Valle • Dr. Marilyn Flores • Melissa Govea • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Yadira Rayo • Kristen Robinson  
Sarah Santoyo • Mark Smith • Aaron Voelcker • Monica Zarske

Mr. Perez to reach out to Dr. Lamb, Dr. Flores, Mr. DeCarbo and Ms. Zarke for follow-up.

**V. VISION FOR SUCCESS** – Update and Presentation to the Board (April 29, 2019)

SAC: Dr. Lamb & Janice Love will be presenting.

SCC: Dr. Flores and Mr. Voelcker will be presenting.

Ms. Pham will connect with the college presenters for the April 29<sup>th</sup> Board meeting.

**VI. 2019-2022 STRATEGIC PLANNING RETREAT** – May 10, 2019

a. Draft Agenda – Review

Ms. Pham reported on the subcommittee meeting from February 4<sup>th</sup>, the planning activities, pending assignments with the chairs, co-chairs and group work with governance committees, deadlines and reminder emails.

**VII. GUIDED PATHWAYS**

a. Santiago Canyon College

Mr. DeCarbo provided a brief report on the clusters and meetings of clusters.

b. Santa Ana College

Dr. Lamb reported on attending the Guided Pathways Institute #5, understanding student learning; and the need for staff and faculty professional development, implementation teams and plans.

c. Districtwide Committee

Mr. Perez provided a brief overview of the purpose for the Districtwide Committee meeting and members. Mr. Perez will reach out to suggested members for their availability to March 27.

**VIII. PLANNING AT THE COLLEGES**

a. Santiago Canyon College

Mr. Voelcker reported on the EMP committee meeting, data from the Vision for Success portal dashboard, meeting and voting, the ‘All Call’, resource allocation and preparation for the Board presentation on April 29.

b. Santa Ana College

Dr. Lamb reported on Deans-Resource Allocation, the plan on adding the Institutional Effectiveness Group to the college governance structure, re-invigorating work on outcomes assessment planning and the Strategic Enrollment Management.

**IX. GRANT DEVELOPMENT SCHEDULE** – Information

Ms. Santoyo provided a review of the Grant Schedule, a review of the need for the additional column of personnel required to be hired for the grants and the Appendix attached. Institutionalization and grant funded positions were discussed.

**X. DISTRICT SERVICES SATISFACTION SURVEY/PLANNING PORTFOLIOS** - Information

Ms. Pham will send out the survey sometime in the next two weeks.

**XI. OTHER**

None.

**XII. NEXT MEETING:** *Wednesday, March 27, 2019*

Ms. Pham adjourned the meeting at 5:10pm.

Approved: March 27, 2019