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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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

A G E N D A

Wednesday, June 24, 2020 4:00pm-5:00pm

<https://cccconfer.zoom.us/j/99565874722> or dial 1 669-900-6833 / 99565874722#

- I. WELCOME**
- II. MINUTES FOR REVIEW AND APPROVAL – May 27, 2020**
- III. REPORT FROM DISTRICT COUNCIL – June 1, 2020**
- IV. CURRENT PLANNING ACTIVITIES**
 - a. **Update on Vision for Success Goals**
 - b. Update on District Related Enrollment Management Reports – list of reports
 - c. Calendar of Activities
- V. COMMITTEE ROLES/TASKS/ASSIGNMENT**
 - a. Examine accomplishments for 2019-2020
 - b. Goals to accomplish in 2020-2021
 - c. Review participatory governance survey results
- VI. PLANNING AT THE COLLEGES**
 - a. Santiago Canyon College
 - i. Update on Accreditation**
 - b. Santa Ana College
 - i. Update on Accreditation**
- VII. FOLLOW-UP & UPDATE ON IEPI PLAN**
 - a. B.1. Enrollment Management
- VIII. GRANT DEVELOPMENT SCHEDULE**
- IX. GUIDED PATHWAYS**
 - a. Santiago Canyon College
 - b. Santa Ana College
- X. OTHER**
 - a. 2020-2021 draft meeting calendar

NEXT MEETING:

Wednesday, July 22, 2020

POE COMMITTEE MEMBERS:

Yuri Betancourt • Dr. Marilyn Flores • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sarah Santoyo • Roy Shahbazian • Mark Smith • Michael Taylor • Harley Villanueva • Aaron Voelcker

RSCCD Mission Statement

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.

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.



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MINUTES

Wednesday, May 27, 2020 3:30pm-4:30pm – zoom

Present: Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Nga Pham, Mark Smith, Sarah Santoyo, Kristen Robinson, Roy Shahbazian, and Aaron Voelcker

Guest: Craig Rutan

Absent: Melissa Govea, Aidan Kato, and Harley Villanueva

Mr. Perez called the meeting to order at 3:35pm.

I. WELCOME

Mr. Perez provided welcoming remarks.

II. MINUTES FOR REVIEW AND APPROVAL – April 22, 2020

No corrections were made.

It was moved by Mr. Voelcker, seconded by Mr. Smith to approve the April 22, 2020 minutes.

III. REPORT FROM DISTRICT COUNCIL – May 4, 2020

Mr. Perez and Mr. DeCarbo shared meeting points that included; survey sent out to summer faculty, fall semester remote and face to face learning. Importance was made on the need to announce fall ‘remote live’ courses as soon as possible as faculty have questions on this. Discussion ensued on the fall semester, applied labs, conversations that need to be held between depts., disciplines and instructors and focus being on fall enrollment and communication with students.

IV. CURRENT PLANNING ACTIVITIES

a. Update on Planning Design Manual

POE will hold off on further discussion until FRC’s July 1st meeting. Importance was given on the need to capture a 2 year roll over of chair membership on POE’s Committee in the PDM. Mr. DeCarbo reported that this would be his last meeting as Academic Senate President. Mr. Craig Rutan will be assuming this position and will also be serving as POE Co-Chair for 2020-2021. Discussion ensued on the PDM addressing how the Board of Trustees make decisions or the process to follow on initiatives they want to pursue. Clarification was made that these are discussed between Board Members and the Chancellor. Ms. Duenez was asked to locate and share screen the Function Mapping & Responsibilities Report for clarification.

b. Update on Vision for Success Goals

This item will be a **standing item** on future agendas. The 18/19 metrics data not available yet. Mr. Rutan will have more information after the June 10 Metrix workgroup at the state chancellor’s office.

c. District Related Enrollment Management Reports

Mr. Perez reported on earned indirect being used to contract consultants on enrollment management. Included in the tasks is identifying what reports should be captured in the annual data report of what reports the district should be producing each year that best support the colleges. A list should be available this week; **Mr. Perez** will share this list with the committee.

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POE Committee Meeting - Minutes May 27, 2020

The Data Integrity Specialist position that POE discussed in January and added to the tentative budget will be placed on hold with the current budget situation. Mr. Perez will share this at District Council. Concern was raised on how duties the position encompassed will be supported at the colleges without this position in place.

V. PLANNING AT THE COLLEGES

- a. Santiago Canyon College
 - i. Update on Accreditation
Dr. Flores reported on sending out templates on policy, gathering evidence, uploading information, the June 5th deadline, and writing the narrative being the next step.
- b. Santa Ana College
 - i. Update on Accreditation
Mr. Shahbazian reported that an extension to collect evidence was not granted but they are in same process as SCC.

VI. FOLLOW-UP & UPDATE ON IEPI PLAN

Ms. Pham reported that Ms. Santoyo had requested an extension to the IEPI. Enrollment management and software systems was discussed. Mr. Voelcker share that SCC had a kick-off meeting with AdAstra last week regarding software systems and predictive analytics.

Dr. Lamb arrived at this time.

Dr. Lamb shared that both colleges are engaged with AdAstra and that Mr. Davis is serving as the IT liaison.

Ms. Robinson joined at this time.

VII. GRANT DEVELOPMENT SCHEDULE

Ms. Santoyo reported on the schedule.

Mr. DeCarbo returned to item **VI./IEPI/B.1./pg2/column 5**. Discussion ensued on a taskforce, action item to work enrollment management into POE's responsibilities, getting tools needed for enrollment management and each college implementing plans. It was agreed this would be **placed on next meeting's agenda**.

Mr. Perez left the meeting at this time.

VIII. GUIDED PATHWAYS

- a. Santiago Canyon College
Mr. DeCarbo reported on efforts, the 8 SCC Pathways, a meeting with the academic group and SCC being invited to be the 2nd cohort. Dr. Flores reported on student services and SAC invited to be the 1st cohort and a pilot website.
- b. Santa Ana College
Dr. Lamb reported on the June 2 pathways event and another visit from the pathways group in November.

IX. OTHER

Planning at the colleges: Mr. Voelcker provided a brief report as did Dr. Lamb reported on the program review document and goal is to engage and reinitiate.

Mr. Shahbazian returned discussion to the Function Mapping Report on pg. 20/Area 4/Educational Services/Enrollment Management/Course Scheduling section to clarify discussion held under item IV.a. It was requested that 'Input and Process of Board & Chancellor's Initiated Initiatives and District Planning' **be placed on next meeting's agenda**.

Ms. Pham encouraged all to complete the RSCCD Districtwide Planning Process Survey scheduled to be sent out to the district on Thursday. This item was provided to the committee as an additional handout.

Next meeting is scheduled for Wednesday, June 24, 2020

Mr. DeCarbo adjourned the meeting at 4:53pm

Approved: _____



Rancho Santiago Community College District Districtwide Planning Process Survey Results

June 2020

In 2013, the Rancho Santiago Community College District (RSCCD) implemented a new planning and decision-making process overseen by District Council, with the collaboration of five governance committees that focus on human resources, fiscal resources, physical resources, planning and organizational effectiveness, and technology resources. Staff has had a chance to work with the model envisioned for the district. As the academic year draws to a close, members of the RSCCD Governance Committees were invited to give opinions on this district-wide planning and resource allocation process, as well as the district operations resource allocation. Twenty-six of the 59 members (44%) from across the district participated (32% from Santa Ana College, 41% Santiago Canyon College, and 27% district operations), with representation from all staff (27% classified, 27% faculty and 45% management), but none from students, and representation from all six governance committees (11% District Council, 21% Fiscal Resources, 26% Human Resources, 21% Physical Resources, 32% Planning and Organizational Effectiveness and 26% Technology Advisory Group).

Overall, members of the RSCCD governance committees are familiar with the RSCCD Planning Design (88%); however, not as many find the district-wide planning process clear (50%) or that it is linked with the colleges' planning processes (54%). Nearly three-quarters of the respondents understand the roles and responsibilities of the Fiscal Resources, Human Resources, Physical Resources and Technology Advisory Group; however, fewer respondents understood roles and responsibilities of District Council (65%) and the Planning & Organizational Effectiveness Committee (60%). Also, only four-fifths believe the five committees collaborate to support the work of District Council.

Among the governance committee membership, more than two-fifths of the respondents stated that the process and prioritization of district-wide resource allocation is clear, that there is coordination between district-wide and college-based resource requests, or that they are satisfied with the current process. There is a considerable number of respondents who "don't know" the district-wide resource allocation process, prioritization and timeline.

In addition, respondents were also not as knowledgeable of the district operations' resource allocation request and allocation process and timeline, nor coordination between this process to the college's base resource requests. Please note nearly three-quarters of the respondents are from Santa Ana College and Santiago Canyon College and so they are probably more familiar with their respective colleges' processes.

Because representations to the district-wide governance committees change regularly, it is recommended that new memberships be thoroughly orientated about the district-wide planning and resource allocation processes, as well as member's roles and responsibilities, to ensure effective representation and coordination with colleges' processes and structures.

| | Count | strongly agree | agree | disagree | strongly disagree |
|---|-------|----------------|-------|----------|-------------------|
| I am familiar with the RSCCD Planning Design. | 26 | 15% | 73% | 12% | 0% |
| The district-wide planning process is clear. | 26 | 8% | 42% | 38% | 12% |
| The district-wide planning process is linked with the colleges' planning processes | 26 | 4% | 50% | 35% | 12% |
| I understand the roles and responsibilities of the following RSCCD Governance Committees: | | | | | |
| District Council | 26 | 27% | 38% | 35% | 0% |
| Fiscal Resources | 26 | 27% | 54% | 15% | 4% |
| Human Resources | 26 | 23% | 54% | 19% | 4% |
| Physical Resources | 26 | 19% | 54% | 23% | 4% |
| Planning and Organizational Effectiveness | 26 | 23% | 31% | 38% | 8% |
| Technology Advisory Group | 26 | 23% | 50% | 23% | 4% |

| | Count | strongly agree | agree | disagree | strongly disagree | don't know |
|---|-------|----------------|-------|----------|-------------------|------------|
| The committees collaborate to support the work of District Council. | 26 | 12% | 31% | 31% | 4% | 23% |
| Please tell us your level of agreement on the <u>district-wide</u> resource allocation: | | | | | | |
| The process to identify and prioritize district-wide resource requests is clear. | 22 | 9% | 32% | 23% | 18% | 18% |
| I am satisfied with the district-wide resource request and prioritization process. | 22 | 9% | 32% | 18% | 18% | 23% |
| There is coordination between district-wide and college-based resource requests. | 22 | 9% | 27% | 18% | 18% | 27% |
| The district-wide resource allocation timeline is clear. | 23 | 9% | 48% | 17% | 4% | 22% |
| The district-wide resource allocation timeline is satisfactory. | 23 | 9% | 35% | 9% | 17% | 30% |
| Please tell us your level of agreement on the <u>district operations</u> resource allocation: | | | | | | |
| The process to identify and prioritize district operations resource requests is clear. | 23 | 9% | 30% | 17% | 22% | 22% |
| I am satisfied with the district operations resource request and prioritization process. | 23 | 9% | 30% | 17% | 26% | 17% |
| There is coordination between district operations and college-based resource requests. | 23 | 9% | 26% | 22% | 26% | 17% |
| The district operations resource allocation timeline is clear. | 23 | 9% | 35% | 22% | 17% | 17% |
| The district operations resource allocation timeline is satisfactory. | 23 | 9% | 35% | 13% | 17% | 26% |

Changes to the District-wide planning and resource request process you would recommend:

- I know there is a process, but district departments have not made requests. Therefore, we really haven't put the process to use it.
- Explain that it exists and how it works.
- More involvement with faculty. Don't bypass this process.
- Fine as it is.
- The allocation model is not working. There are serious equity questions between SAC and SCC. The District does not plan well. Also, what does _____ do? What is his job?
- We have plans and processes that we don't follow.
- A determination needs to be made whether planning is bottom-up (colleges guide planning at the District) or top-down (colleges conform to planning at the District).
- The district-wide planning process is like the keystone cops. No one wants to take responsibility for the decisions made. One committee says it's not their job, it's another committee's responsibility. The second committee states it's not their responsibility, it's some other committee. Why are there so many district folk on the committee when they don't voice their own opinion for fear of upsetting their superiors. What ends up happening is that the colleges are pitted against each other.

Changes to the district operations planning and resource request process you would recommend:

- Seems to work as is
- A clear, comprehensive training should be a part of the faculty institute for new faculty. Shared governance committees need to institute a mentoring process so that new members to committees are paired with more experienced committee members to explain, clarify, and assist the new committee member -- this will help to improve the efficacy and understanding of the committee. Last, relevant and engaging materials may be made available to help explain the process of district operations.
- We have a clear timeline; however, because there are no requests for allocation made so we haven't had to follow it.
- Each department should make it clear how they prioritize work / support requests and in what timeframes.
- There is no clear process by which the district justifies to the colleges (the entities that bring in revenue) why district operations should receive the funding it does or how it should be distributed within district operations.

RSCCD Resource Development Grant Development Schedule

| Grant | District/College | RSCCD Goals | Due | Status | Expected Notification Date | Match | If awarded ... | Institution-ization? | District/College authorized submission |
|---|---|----------------------|---------------------------|-------------------------|----------------------------|-------|---|----------------------|--|
| Submitted | | | | | | | | | |
| <i>USDA U-ACRE SAC sub-award to CSUF \$140,000</i> | SAC – Dean Eidgahy, Kimo Morris | Goals #2 and #4 | SAC items to CSUF 1/17/20 | Submitted | Summer 2020 | No | Funds used to provide paid internships for students | No | Yes |
| <i>Student Support Services U.S. Department of Education \$265,000/per year for up to 5 years (Student Support Services may offer multiple programs for special populations: e.g., STEM majors, students with disabilities, ESL, teacher prep.)</i> | SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Regular | Goals #1, #2 and #3 | Due January 27 2020 | Submitted | June 2019 | No | Wrap-around student support services to low-income, first-generation and/or academically at risk students to attain ambitious achievement targets in persistence, GPA at 3.0 or greater, completion, transfer, and persistence to the 2 nd year at four-year universities. | No | Yes |
| | SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Deisy Covarubbias: SSS-STEM Joseph Alonzo: SSS-Vets | | Due January 27, 2020 | Submitted | June 2019 | No | | Yes | |
| <i>WIOA Adult Education CA Dept. of Education \$3 million Competitive</i> | CEC – Jim Kennedy OEC – Jose Vargas | Goals #1 and #4 | 2/28/20 | UPDATE: Awarded. | May 2020 | No. | Continuing Education center will provide ESL, EL Civics and High School subjects courses. | No | Yes |
| <i>AT&T Distance Learning & Family Connections</i> | DO – Enrique Perez | Goals #1, #2, and #3 | April 2020 | Submitted | May 2020 | No | Faculty development and training to increase non-credit remote instruction. | No | Yes |

RSCCD Resource Development Grant Development Schedule

| Grant | District/College | RSCCD Goals | Due | Status | Expected Notification Date | Match | If awarded ... | Institution-alization? | District/College authorized submission |
|---|---------------------------------------|-----------------|--------------------------------------|-----------|----------------------------|-------|--|------------------------|--|
| <i>U.S Bank – Supporting workforce education and prosperity</i> | DO – Ruth Cossio-Muniz | Goals #1 and #2 | Due 4/30/20 | Submitted | Summer 2020 | No | Provide training and development services to small businesses. | No | Yes |
| <i>Tobacco-Free Campus Truth Initiative \$20,000</i> | SAC | #1 and #2 | May 26, 2020 | Submitted | Summer 2020 | No | SAC would engage a taskforce to inform the campus community about the importance of instituting a 100% tobacco & smoke-free campus policy, and work toward having a policy in place by the end of the grant. | Yes | Yes |
| Spring 2020 | | | | | | | | | |
| <i>MESA (Math, Engineering, Science) Achievement Program CA Community Colleges Chancellor’s Office (\$70,000)</i> | SAC –Maria de la Cruz, Cathie Shaffer | Goals #3 and #4 | Expected to be due in April/May 2020 | Planning | June 2020 | Yes. | MESA Center will continue to provide academic and support services for low-income STEM majors to promote transfer to 4-year STEM programs. | No | Yes |

RSCCD Resource Development Grant Development Schedule

| Grant | District/College | RSCCD Goals | Due | Status | Expected Notification Date | Match | If awarded ... | Institution-alization? | District/College authorized submission |
|--|---|--------------------------|--|-------------|---|--|---|------------------------|--|
| <i>Middle College High School CA Community Colleges Chancellor's Office (\$100,000)</i> | SAC – Vaniethia Hubbard | Goals #1, #2, #3, and #4 | Expected to be due in April/May 2020 | Planning | June 2020 | Yes. Match is met 100% by SAUSD. | SAC will continue to operate Middle College High School for at-risk SAUSD high school students. | No | Pending |
| <i>NEH Humanities Initiatives at Community Colleges \$150,000</i> | SCC – Rachel Petrocelli, Seth Dougherty | Goals #3 and #4 | July 16, 2020 | Writing | January 2021 | No | Develop a humanities research lab and expand research resources (databases, digital resources) in collaboration with the library. | No | Pending |
| <i>National Endowment of the Arts – Projects \$10,000 - \$100,000</i> | SAC– Dr. Kellori Dower | Goals #3 and #4 | July 2020 | Considering | February 2021 | Yes. 1 to 1. | Provide resources to support SAC art programs | No | |
| <i>U.S. Economic Development Administration – Public Works & Economic Adjustment Assistance (up to \$30,000,000)</i> | DO – Enrique Perez | Goals #1, #2, #3, and #4 | Applications accepted on an on-going basis | Planning | 60-days after app & all req documents submitted | 20%-50% based on program & other factors | Lead a regional partnership of key stakeholders to implement a workforce development project. | Yes | Yes |

RSCCD Resource Development Grant Development Schedule

1) Plans for personnel to be hired by the grants listed above: please refer to attachment.

2) GRANT OPPORTUNITIES

- **ARTS:**

- CA Arts Council – Innovations & Intersections. Up to \$500,000. LOI due May 1, 2020; proposal due 7/22/20.
- National Endowment for the Arts – Art Projects. \$10,000 - \$100,000. Applications due July 2020.

- **STEM: Research Experiences for Undergraduates from the National Science Foundation.** \$80,000 - \$130,000/per year for three years. Applications due 8/17/20.

- Supports active research participation by undergraduate students in STEM. Must involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. Encouraged to engage 1st and 2nd year students as a means of recruiting/career exploration in STEM. Research training experience is paid as a stipend, not employment for a wage; although for administrative convenience, organizations may choose to issue payments to students through their payroll system.

- **STUDENT SERVICES: TRIO Talent Search Program from the U.S. Department of Education.** Around \$220,000-\$300,000/per year for five years. Applications are expected to be released and due in 2021.

- Provides college preparation services for low-income, first-generation middle and high school students with academic needs. Projects are to serve 600-800 middle and high school students.
 - Santa Ana College has an existing Talent Search Program that serves Century, Saddleback, Santa Ana and Valley High Schools.
-

Grant Schedule

Summary Sheet of Positions related to grant proposals

| Site | Grant | Staff proposed in grant applications |
|-----------|---|---|
| SAC | TRIO Student Support Services Program (existing) | Director 50% of 1 FTE Coordinator 100% Senior Clerk 100% Faculty hourly 4 hrs/wk x 28 wks Tutors 15 hrs/wk x 28 wks |
| SAC | TRIO Veterans Student Support Services Program (existing) | Director 50% of 1 FTE Coordinator 6% of 1 FTE Stud Prog Spec 19 hr/OG Senior Clerk 19 hr/OG Adjunct counselor 11 hrs/wk 52 wks Adjunct instructor 6 hrs/wk 18 wks |
| SCC | TRIO Student Support Services Program (existing) | Director 50% of 1 FTE Coordinator 100% Senior Clerk 19 hr/OG Faculty stipend \$500 x 4 |
| SCC | TRIO Student Support Services Program - Veterans (new) TRIO Student Support Services – Teacher Prep (new) TRIO Student Support Services – STEM (new) | Full-time Director or 50% director if split to cover another services program Support staff |
| CEC & OEC | WIOA Adult Education | Until recently, the WIOA grant was an automatic annual award to support existing staff at OEC and CEC to provide EL Civics, Adult Basic Ed, ESL, GED/High School Subjects courses and operate a Jail Program. In 2015, the CA Dept of Ed changed the award to a 3-year competitive cycle. Attached are the 2019/20 WIOA budgets which show how the budget is allocated for staff. |
| SAC | Two grants through CA Learning Lab | Faculty beyond contract for develop/pilot OER, remote instruction STEM courses |
| OEC & CEC | AT&T Grant | Fund for faculty to complete training/certification for remote instruction; funds for 2-3 faculty to complete train-the-trainer so that that they can offer the remote instruction training. |

| Site | Grant | Staff proposed in grant applications |
|----------|--|--|
| DO – DMC | US Bank | Funds for professional experts/consultants to provide training and support to small businesses |
| SAC | MESA Program Grant (existing) | Program Coordinator (S. Lohmann) Beyond contract for faculty to Academic Excellence Workshops Funds for tutors |
| SAC | Middle College High School (existing) | Fund for counselors and instructors |
| SAC | Truth Initiative | Funds for Health Educator (misc. pay schedule) |
| SAC | National Endowment of the Arts – Projects | Still exploring. Staffing needs not known at this time. |
| SCC | NEH Humanities Initiatives at Community Colleges | Modest stipends for faculty project directors |



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DRAFT - MEETING SCHEDULE 2020-2021

Location: Zoom or DO, Santa Ana Room #103

Time: 3:30pm-4:30pm

| 2020 | 2021 |
|---|------------------------|
| Wednesday, July 22 | Wednesday, January 27 |
| Wednesday, August 26 | Wednesday, February 24 |
| Wednesday, September 23 | Wednesday, March 24 |
| Wednesday, October 28 | Wednesday, April 28 |
| Wednesday, November 18 or 25 | Wednesday, May 26 |
| <i>Wednesday, December 16 (tentative)</i> | Wednesday, June 23 |

Approved: _____

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