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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, January 22, 2020

3:30pm-4:30pm - District Office – [ECR #114](#)

- I. WELCOME**
- II. MINUTES FOR REVIEW AND APPROVAL** – December 18, 2019
- III. REPORT FROM DISTRICT COUNCIL** – next meeting January 27, 2020
- IV. CURRENT PLANNING ACTIVITIES**
 - a. Update of Planning Design Manual – pages 14-17
 - b. Follow-Up on Presentation of Strategic Planning and Enrollment Management at January 13 Board Meeting
 - c. District Services Planning Portfolio
- V. FOLLOW-UP & UPDATE ON IEPI PLAN**
 - a. FRC November 20, 2019 Meeting Follow-Up
- VI. GRANT DEVELOPMENT SCHEDULE**
- VII. GUIDED PATHWAYS**
 - a. Santiago Canyon College
 - b. Santa Ana College
- VIII. PLANNING AT THE COLLEGES**
 - a. Santiago Canyon College
 - b. Santa Ana College
- IX. OTHER**

NEXT MEETING:

Wednesday, February 26, 2020

POE COMMITTEE MEMBERS:

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez
Nga Pham • Kristen Robinson • Sarah Santoyo • Roy Shahbazian • Mark Smith • 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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draft Minutes

Wednesday, December 18, 2019 - 3:30pm-4:30pm

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

Absent: Yuri Betancourt, Michael DeCarbo, Melissa Govea, Aidan Kato, Kristen Robinson, and Harley Villanueva

Mr. Perez called the meeting to order at 3:37pm.

I. WELCOME

Mr. Perez provided welcoming remarks.

II. MINUTES FOR REVIEW AND APPROVAL – October 23, 2019

It was moved by Ms. Pham, seconded by Mr. Smith to approve the October 23, 2019 minutes. One abstention from Dr. Flores.

III. REPORT FROM DISTRICT COUNCIL – November 4, 2019

Mr. Perez referred to Ms. Santoyo for reporting as he was not present at the November meeting. Ms. Santoyo provided a brief report. There was discussion related to the history of vacant, unfunded and the removing positions, CSEA and updating org charts.

IV. CURRENT PLANNING ACTIVITIES

a. Update of Planning Design Manual – pages 14-17

Ms. Pham reported on updates to pages 14-17. It was emphasized that the committee should have a collective thought on pages as it ties together with BAM and the Planning Design Manual. Discussion ensued on district goals, alignment, following processes as outlined, providing evidence, history of processes for allocating resources, positions coming to HRC and FRC first before going to District Council; discussion on moving more towards planning and knowing how we have done as a committee with the strategic planning goals and if we met them.

Mr. Perez will connect with chair and co-chair of FRC, Mr. Hardash and Mr. Shahbazian, to ensure follow-up on pages 14-17.

Committee members will send Ms. Pham highlights of revisions and recommendations on pages 14-17.

b. Update to Board of Trustees - Strategic Planning and Enrollment – January 13, 2020

Mr. Perez provided some history of Strategic Planning presentations to the board, aligning with FRC to see how we've moved toward planning and commented that Trustee Alvarez will most likely want to have a board retreat in January. Mr. Perez would like to give board members an

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update on how we did for 2016-2019 goals and objectives and provide her with more information on enrollment.

c. District Services Planning Portfolio

Ms. Pham reported that the portfolio for District Services-Resource Allocation Request is done and would like it uploaded to the Intranet. There was discussion on ITS's budget and updating SCC's lab computers as they are over 12 yrs. old, last purchased with bond or grant monies. (*pending clarification on further discussion due to technical difficulties with recorder*).

V. FOLLOW-UP & UPDATE ON IEPI PLAN

a. FRC November 20, 2019 Meeting Follow-Up

Follow-up from Mr. DeCarbo was tabled for January's POE meeting as he was not present to report.

Mr. Perez reported that the AdAstra contract was being reviewed by ITS and Risk Management, IEPI funds are allocated for this use; the contract will be placed on the February Ed Services docket.

Dr. Lamb reported that the AdAstra consultants will be discussed at their GP's Feb. 18th meeting. AdAstra is the scheduling software to assist with room use, fill rates and faculty load. Results of the discussion is what Dr. Lamb would like to bring to the enrollment management committee.

Mr. Shahbazian reported on pell grants and the planning and budget committee; discussion ensued on missing out on funding since students aren't realizing that they may qualify for pell grants; Mr. Robert Manson would be the contact for analysis on the why students are not applying.

VI. GRANT DEVELOPMENT SCHEDULE

Ms. Santoyo provided a review of the schedule.

VII. GUIDED PATHWAYS

a. Santiago Canyon College

Dr. Flores reported that Starfish will do an in depth demo, reported on CAPS, allocating funding for career pathways, and work being done on the GP website.

b. Santa Ana College

Dr. Lamb reported on the scale of adoption report due in March, the GP coordinator was hired, the successful CAP Fair with a large participation of 300+ students among other attendees; the kick-off work to the 4th pillar; counseling faculty attending the Equity Institute at Skyline College in February 2020 with the 20 participants to provide a report when they return.

VIII. PLANNING AT THE COLLEGES

a. Santiago Canyon College

Mr. Voelcker reported that the deadline for program review had passed, provided an update on the EPP portal and read aloud highlights of the survey results on 'district's role on enrollment management'.

Mr. Perez asked **Dr. Lamb** to report back on SAC's comments of the survey.

b. Santa Ana College

Dr. Lamb reported on the Institutional Effectiveness Committee looking at integrated planning, revisions to the college handbook and the enrollment management group meeting.

IX. OTHER

Next meeting is scheduled for Wednesday, January 22, 2020.

Mr. Perez adjourned the meeting at 4:48pm

Approved: _____

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
Submitted									
<i>Humanities Initiatives at Community Colleges Or Humanities Initiatives at Hispanic Serving Institutions National Endowment of the Humanities (\$100,000)</i>	SCC – Cale Cramer and Rachel Petrocelli	Goal #4	7/12/19	UPDATE: Not awarded.	Late fall 2019	No	Implement a project to strengthen the Humanities through integration with applied learning programs, such as MUN or the Forensics teams.	Possible continued use of instructional content for humanities courses and programs	Yes
<i>CA Education Learning Labs Governor's Office of Planning and Research (up to \$200,000) SAC would be a sub-award to UCI's proposal</i>	SAC – Minhan Dinh, Saeid Eidgahy	Goals #1, #2, and #3	Concept Proposal due 11/15/19 Full Proposal: 2/3/20	Considering	Summer 2020	No.	Faculty participate in professional development to use distance education to improve student engagement.	No	Pending
December 2019									
<i>WIOA Adult Education CA Dept. of Education \$3 million Competitive</i>	CEC – Jim Kennedy OEC – Jose Vargas	Goals #1 and #4	February	Planning	May 2020	No.	Continuing Education center will provide ESL, EL Civics and High School subjects courses.	No	This has been an annual recurring grant, which has recently adopted a competitive 3-year cycle.
Late Summer/Fall (due dates not out yet)									
<i>Title III/V Eligibility and Match Waiver Application SAC & SCC</i>	SAC – Dr. Hubbard, Robert Mason SCC: Syed Rizvi, Sheen Tran	Goals #1-#4	1/15/20	Submitted SAC: approved SCC: pending review of Exemption Request	March 2020	No	Approval allows colleges to apply for Title III or Title V grants, and waives the match reqs for federal funds (e.g., financial aid, TRIO)	No	N/A – application is only to determine eligibility & to waive the match

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
<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	Pending college approval to submit	Summer 2020	No	Funds used to provide paid internships for students	No	Pending
<i>Dollar General Literacy Foundation</i>	CEC – Dr. Kennedy, Christine Kosko	Goals #1 and #2	?	CEC working on the application	?	Unknown at this time	Funds would be used to support CEC’s GED, Adult Education and Literacy Prorams	No	Unknown – must be submitted through a foundation
<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	Writing	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk 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	Pending
	SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Deisy Covarubbias: SSS-STEM Joseph Alonzo: SSS-Vets		Due January 27, 2020	Writing	June 2019	No			

RSCCD Resource Development Grant Development Schedule

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

2) GRANT OPPORTUNITIES

- **Research Experiences for Undergraduates.** \$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.
- **Scholarship in STEM Program.** Up to \$650,000. National Science Foundation. Scholarship funds for STEM majors. National Science Foundation. Applications are due 3/25/20.

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.