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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

AGENDA

Wednesday, December 14, 2022 3:30pm-5:00pm

<https://cccconfer.zoom.us/j/94764702826> or dial 1 669-900-6833 / 94764702826#

- I. WELCOME**
- II. APPROVAL OF MINUTES – Action**
 - a. *November 16, 2022 regular meeting
- III. DISTRICT COUNCIL UPDATE – Information**
 - a. Update from December 5, 2022 meeting
- IV. MEMBERSHIP – Discussion / Action**
 - a. *Membership Composition Recommendation
- V. COMMITTEE GOALS & ACCOMPLISHMENTS – Discussion / Action**
 - a. *Approval of Committee Goals for 2022-2023
- VI. PLANNING - Information**
 - a. District Office
 - i. *I&EP Update
 - b. Santiago Canyon College
 - i. Planning Update
 - ii. Enrollment Update
 - c. Santa Ana College
 - i. Planning Update
 - ii. Enrollment Update
- VII. *GRANT DEVELOPMENT SCHEDULE – Information**
 - a. New Resource Development Initiatives
- VIII. OTHER**

NEXT MEETING:

Wednesday, January 25, 2023

**attachment provided*

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Veronica Munoz • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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Minutes

Wednesday, November 16, 2022 4:00pm-5:00pm by Zoom

Present:

Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • James Isbell • Dr. James Kennedy • Veronica Munoz • Tyler Nguyen • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker
Guests: Iris I. Ingram, Jesse Gonzalez, Linda Melendez, Cristina Morones
Patricia Duenez present as record keeper.

Dr. Davis called the meeting to order at 4:01pm.

I. WELCOME

Introductions made.

II. *APPROVAL OF MINUTES – Action

a. October 26, 2022 regular meeting

It was moved by Mr. Voelcker; seconded by Mr. Isbell and by roll call vote, carried with abstentions from Dr. Davis, Ms. Munoz and Ms. Pham, to approve the October 26, 2022 minutes.

III. DISTRICT COUNCIL UPDATE – Information

a. Update from November 7, 2022 meeting

Dr. Davis and Mr. Rutan reported on agenda and action items.

Questions were raised and answered on status of previous Reorg pulled from prior District Council meeting. Vice Chancellor Ingram reported it's scheduled to be on agenda at future meeting.

IV. BUSINESS SERVICES REORGANIZATION - Action

a. *Reorg #1307 – Title Change of Warehouse Specialist & New Senior Buyer

Vice Chancellor Ingram spoke to Reorg #1307. It was approved at Chancellor's Cabinet and brought to District Council where it was recommended it be brought to POE for approval.

Ms. Melendez spoke to need for Reorg, staffing levels and requisition workload in Purchasing Dept.

Vice Chancellor Ingram clarified cost and budget; account string was missing from request form.

It was noted a need for clarity on Reorganization process and when applicable to come to POE for approval; no Administrative Regulation notes action and People & Culture's Reorganization Request Workflow has no direct line item.

Dr. Davis spoke to Appendix C in the Planning Design Manual related to positions coming to POE and process.

It was moved by Dr. Kennedy; seconded by Ms. Pham to approve Reorg #1307. The motion carried by the following vote: Aye - Dr. Melba Castro, Dr. Adriene (Alex) Davis, Karley Dinh, James Isbell, Dr. James Kennedy, Veronica Munoz, Tyler Nguyen, Nga Pham, Roxana Pleitez, Craig Rutan, Sarah Santoyo, Michael Taylor and Aaron Voelcker.

Note: Business Services forwarded revised Reorg #1307 with account strings to Ms. Duenez. Ms. Duenez provided revised version to committee.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

- b. *Reorg #1308 – New Director, Contract Management Services

It was moved by Dr. Kennedy; seconded by Mr. Voelcker to approve Reorg #1308. Discussion ensued. Mr. Gonzalez spoke to need of Reorg and workload of reviewing and redlining contracts and importance of compliance.

Vice Chancellor Ingram spoke to jurisdiction language of contracts.

The motion carried by the following vote: Aye - Dr. Melba Castro, Dr. Adriene (Alex) Davis , Karley Dinh, James Isbell, Dr. James Kennedy, Veronica Munoz, Tyler Nguyen, Nga Pham, Roxana Pleitez, Craig Rutan, Sarah Santoyo, Michael Taylor and Aaron Voelcker.

V. *MEMBERSHIP – Discussion / Action

- a. VP Continuing Education Vacancy
b. SAC and SCC Faculty Representative Vacancies
c. SCC Student ASG Representative

Discussion ensued.

Revision suggested: One faculty member instead of “~~Two faculty members~~ appointed by each Academic Senate, Santa Ana College and Santiago Canyon College”

It was suggested VP of Continuing Ed can rotate yearly.

Importance made to balance in membership and majority of voting not to be with one constituency.

College Council membership provided as good example in balance of membership.

It was also suggested Planners not be voting members.

Volunteers for workgroup to discuss membership was suggested. Dr. Davis, Ms. Pham and Mr. Rutan volunteered. Ms. Duenez will send inquiry to committee for volunteers to meet before next scheduled meeting.

No action taken. Membership will be placed on next meeting agenda.

VI. COMMITTEE GOALS & ACCOMPLISHMENTS - Information / Discussion

- a. *Review Results of the 2022 RSCCD Participatory Governance Committee Survey – Information/Discussion

Ms. Pham provided brief review of survey results.

- b. *Review 2021-2022 Committee Goals and Evaluate Accomplishments

- c. *Creation of Committee Goals for 2022-2023

Items b. and c. discussed during item V.

Goal for 2022-23: have appropriate membership to committee. Committee Goals & Accomplishments will be placed on next meeting agenda.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo provided brief review of schedule.

VIII. OTHER

- a. Meeting schedule - December

Committee to possibly meet on December 14 instead of December 21 due to the proximity of winter recess and vacation scheduled.

Ms. Duenez will send committee inquiry on availability to meet on December 14th.

Dr. Davis adjourned the meeting at 5:13pm.

**attachment provided*

Approved: _____

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

The Planning and Organizational Effectiveness Committee is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.

Responsibilities	Proposed Membership	Campus
1. Coordinate the development and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan	Vice Chancellor Educational Services or Designee (Co-chair)	Admin DO (1)
	Vice Chancellor Business Services or Designee	Admin DO (1)
	Executive Director, District Research, Planning & Institutional Effectiveness	Admin DO (1)
2. Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual	Vice President, Academic Affairs	Admin SAC (1) SCC (1)
	Vice President, Student Services	Admin SAC (1) SCC (1)
3. Provide leadership for coordination of district and college planning activities	Vice President, Continuing Education (or designee)	Admin Alternate SAC/SCC (1)
4. Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan	President of Academic Senate, one president shall serve as committee Co-chair for two-year term (alternating between the colleges)	Faculty SAC (1) SCC (1)
	Two faculty members appointed by each Academic Senate	Faculty SAC (2) SCC (2)
5. Coordinate data to be presented at annual Board of Trustees planning activity	A faculty member appointed by FARSCCD	Faculty DO (1)
6. Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions	Three Classified representatives appointed by CSEA	Classified SAC (1) SCC (1) DO (1)
	Student representatives (when possible)	Student SAC (1) SCC (1)
7. Review institutional research activities and results	POE Resources	
8. Review resource development initiatives	<ul style="list-style-type: none"> • Assistant Vice Chancellor, Educational Services (DO) • Director of College Research (SAC) • Dean of Institutional Effectiveness, Library & Learning Support Services (SCC) 	<ul style="list-style-type: none"> DO (1) SAC (1) SCC (1)

Planning and Organizational Effectiveness Committee
Evaluation of 2021-22 Committee Goals and Accomplishments & Creation of 2022-23 Goals

	2021-22 Committee Goals	2021-22 Committee Accomplishments	2022-23 Committee Recommended Goals
Goal 1	Oversee and guide the development of updating the districtwide Comprehensive Master Plan <i>-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process</i>		Oversee and guide the development of updating the districtwide Comprehensive Master Plan <i>-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process</i>
Goal 2	Complete second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees <i>-- Review of data for each strategic objective to ensure changes are made in a timely manner; thereby impacting outcome sooner, if needed</i>	Completed second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees <i>-- Review of data for each strategic objective monthly</i>	Need to complete final year progress report for the 2019-2022 RSCCD Strategic Plan
Goal 3	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	Continue to oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning
Goal 4	Support the work of the Board Institutional Effectiveness Committee	Support the work of the Board Institutional Effectiveness Committee	Continue to support the work of the Board Institutional Effectiveness Committee
Goal 5	Communicate the RSCCD Functions/Mapping of Responsibilities to college and district employees to ensure everyone understands their roles and responsibilities for a more efficient and effective operation		Oversee the process of updating the RSCCD Functions/Mapping of Responsibilities for 2022-23 and communicate these functions throughout the district/colleges to ensure everyone understands their roles and responsibilities for a more efficient and effective operation

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
Submitted									
<i>Congressionally Directed Spending (Earmark) Feinstein and Padilla</i> \$4.9 million	SCC – Acting President Perez	#1, #2, #3 and #4	April 6, 2022	Submitted	November 2022	No	Implement local projects as proof-of-concept on establishing locally-led sustainable and equitable water treatment and management policies and practices to empower residents and youth to participate in civil efforts to address environmental challenges. In collaboration with the City of Orange, SCC's Water Utility Science students would have applied-learning/work-experience opportunities through local water management and usage projects.	No	No. Less than 1 week to submit for opportunity.
<i>Congressionally Directed Spending (Earmark) Correa</i> \$2.5 million	SAC Dr. Annebelle Nery	#1, #2, #3 and #4	April 13, 2022	Submitted	November 2022	No	CTE pathways that start in non-credit courses (for CTE skill development and prep for credit programs, basic skills, English) and transition to credit certificate and degree programs. Develop these pathways for in-demand occupations and careers in the region to diversify the workforce and broaden engagement and access by marginalized populations. Collaborate with Workforce Development Boards to connect dislocated, under- and un-employed workers to career training that leads to in-demand jobs in the region.	No	No less than 1 week to submit for opportunity.

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
<i>U.S. Department of Education Basic Needs for Postsecondary Students up to \$950,000 over three years (estimated only 8 awards)</i>	SAC – Dr. Hubbard SCC – Dr. Castro	Goals #1, #2, #3 and #4	October 3, 2022	Submitted	March 2023	No	Implement a systemic, evidence-based approach to addressing students' basic needs through cross-agency collaboration and community engagement to improve underserved students' academic achievement and completion rates.	No	Yes
<i>National Science Foundation P4Climate \$68,142 for SCC Sub-grantee of CSUF</i>	SCC – Prof. Angela Daneshmand		October 20, 2022	Submitted	March 2023	No	Support undergraduate research opportunities for SCC geology students.	No	Yes
<i>Song-Brown Nursing Grant \$200,000</i>	SAC – Assoc. Dean, Mary Steckler	Goals #3 and #4	November 15, 2022	Submitted	January 2023	No	These funds are to increase the program's capacity to serve more students by support a PT faculty member for clinical instruction, learning facilitators and a student services coordinator and clerk. All of these persons are already working in the department and supported by the current Song-Brown grant. A new award would continue to support this work.	No	Yes
December 2022									
<i>California Community Colleges Chancellor's Office CA Apprenticeship Initiative – New and Innovative \$120,000 – Planning Up to \$1.5 million - Implementation</i>	CEC – Lorena Chavez – Planning SAC – Larisa Sergeyeva, Chantal – Implementation Lamourelle – C SCC – Elizabeth Arteaga, Regina Lamourelle, Implementation	Goals #1, #2, #3 and #4	December 16, 2022	Writing	February 2023	No	CEC will investigate development of an HR apprenticeship. SAC and SCC will develop apprenticeship programs in Child Development.	Yes	Pending

RSCCD Resource Development Grant Development Schedule

California Community College Chancellor's Office

[CAI New and Innovative Apprenticeships \(Due December 16, 2022\)](#)

Purpose: Develop pre-apprenticeship and apprenticeship programs. Three tiers: Planning (\$120,000), implementation (up to \$500,000), and expansion (up to \$500,000). Planning grants are for institutions that want to develop a program for an apprenticeship that isn't already approved by DAS (Division of Apprenticeship Standards). They are looking for apprenticeship programs to be developed in new areas.

National Science Foundation

[IUSE \(Improving Undergraduate STEM Education\) \(Due January 18, 2023\)](#)

Engaged Student Learning: \$300,000 up to 3 years

Focus on design, development and research projects that involve creation, exploration or implementation of tools, resources, and models. Projects show high potential to increase student engagement and learning in STEM. Well-developed plans to study the student experience and evaluate student outcomes. Approaches include (representative list):

- Development of novel instructional methods
- Design and assessment of metrics to measure STEM teaching and learning
- Adaptation of learning environments
- Collaborations between 2- and 4-year institutions to develop innovative pathways

Institutional and Community Transformation: \$300,000 up to 3 years

Focus on assessment of institutional needs, prior efforts to implement an early-stage project for significant research questions or large-scale evaluation efforts.

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
CEC	CAI New and Innovative	<50% of Director, Special Programs Student Services Coordinator 200-300 hours for curriculum development
DO	Congressionally Directed Spending	Not known at this time.
SAC	Basic Needs Grant	Not known at this time.
	Congressionally Directed Spending	Not known at this time.
	Song-Brown Nursing	Student Services Coordinators Instructional Assistants.
	CAI New and Innovative	Student Services Coordinator Stipends for Master Teacher Mentors Peer Mentors (1 per college) Instruction to offer classes for the cohort of apprentices
SCC	CAI New and Innovative	Student Services Coordinator Stipends for Master Teacher Mentors Peer Mentors (1 per college) Instruction to offer classes for the cohort of apprentices