



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

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.

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.

Note: Business Services forwarded revised Reorg #1308 with account strings to Ms. Duenez. Ms. Duenez provided revised version to committee.

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: January 25, 2023