



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

MINUTES

Wednesday, October 26, 2016 3:30pm-5pm
District Office, Decision Room 340

I. WELCOME & INTRODUCTION

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

Members Present:

Michael DeCarbo, Dr. Bonita Jaros, Enrique Perez, Nga Pham, Connie Ramos, Aaron Voelcker & John Zarske, Kristen Robinson & Craig Rutan

Staff in Attendance: Patricia Duenez

Not Present: Claudia Figueroa, Dr. Marilyn Flores, Carlos Lopez & Mark Smith

II. PUBLIC/COMMITTEE MEMBER COMMENTS

No comments were made.

III. MINUTES FOR REVIEW AND APPROVAL: September 28, 2016

Corrections were made to item I; members present, item IV. a, item V and VI.

It was moved by Mr. DeCarbo, seconded by Mr. Zarske and carried unanimously to approve the September 28, 2016 minutes as corrected.

IV. Template for Governance Committee Use – for approval (handout)

Dr. Jaros presented the template for approval. The approved template will be brought forward to the next District Council meeting as well as provide them a sample of POE's Committee template as a reference.

It was moved by Mr. Rutan, seconded by Ms. Pham and carried unanimously to approve the Template for Governance Committee use.

V. Report from District Council – October 17, 2016 - Accreditation Standards-RSCCD Strategic Goals & Objectives

Dr. Jaros and Mr. Perez updated the committee on the last District Council and goals of it being a working group more than a reporting group.

VI. Review of Data Metrics to support 2016-19 RSCCD Strategic Plan (handout)

Ms. Pham provided an update on the Strategic Plan Committee and the challenges of collecting data. Discussion ensued with suggestions on revisions to the objectives on the Data Metrics, still keeping the same Goals. Suggestions were made to adding more bullet points to Objectives 1B, 2B, 3D and 5A. Ms. Pham will update the Metrics with the suggestions made.

POE COMMITTEE MEMBERS:

Michael DeCarbo • Claudia Figueroa • Dr. Marilyn Flores • Dr. Bonita Jaros • Carlos Lopez • Enrique Perez • Nga Pham • Connie Ramos
Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

VII. POE Goals for 2016-2017

- a. RSCCD Participatory Governance Summit-Plan Draft Agenda
Discussion ensued on what is to be included in the agenda. It was suggested to look at the Planning Design Manual and suggestions for any modifications to it. It was also suggested to have the instructional calendar be housed in the Planning Design Manual, review of the Planning Design Manual, review of the outcomes from the last Governance Summit and the results of the Survey be included in the agenda.
- b. Review pre-Summit Survey Draft (*handout*)
Ms. Pham presented the draft Survey. Discussion ensued. Suggestions were made for revisions to page 2 of the draft. The Survey draft will be presented at the next District Council meeting. Ms. Pham is to send out the Survey to the 5 participatory governance committees.
It was moved by Mr. DeCarbo, seconded by Craig Rutan and carried unanimously to approve the Survey with the revisions as suggested.
- c. Goal #1: work to align the planning and budget cycles between the colleges and the District
It was suggested that a committee be established to look at dates of the colleges. Mr. Perez suggested meeting with Ms. Nga to review the list of priorities and will bring dates to the next POE meeting.

VIII. Updates of Planning at the Colleges

- a. Santa Ana College
Dr. Jaros reported on the research team for that by spring 2017 the Design Manual is to be finished and the commencing of a review of the Mission Statement.
- b. Santiago Canyon College
Mr. Voelcker reported that the Educational Master Plan Goals were just approved and working on identifying responsible parties for the action items.

IX. Grant Development Schedule (*handout*)

Mr. Perez presented the Grant Development Schedule.

X. Other

Discussion ensued regarding changing the next scheduled meeting date of November 23rd due to it falling on a holiday week. November 30th was suggested as an alternate date. November 30th was agreed upon as the next meeting date. A reminder is to be sent out to committee members.

Mr. Perez adjourned the meeting at 4:53pm