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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

A G E N D A

Wednesday, April 26, 2017 3:30pm-5:00pm

District Office, Santa Ana Room #103

- I. Welcome & Introductions**
- II. Minutes for Review and Approval – February 22, 2017**
- III. Report from District Council – March 6, 2017**
 - a. Special District Council April 17, 2017 meeting (review)**
- IV. Planning Design Manual**
 - a. Review Roles and Responsibilities**
 - b. Possible additions to POE Committee membership**
 - c. Review coordination with other Governance Committees**
- V. Planning Design Manual Workshop (planning) – August 22, 2017**
- VI. Updates of Planning at the Colleges**
 - a. Santa Ana College**
 - b. Santiago Canyon College**
- VII. Grant Development Schedule (handout)**
- VIII. Other**

NEXT MEETING: May 24, 2017 – DO Santa Ana Room #103

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.

POE COMMITTEE MEMBERS:

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

RSCCD Comprehensive Master Plan 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.



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

Draft MINUTES

Wednesday, February 22, 2017 3:30pm-5:00pm
District Office, Decision Room 340

I. WELCOME & INTRODUCTION

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

Members Present:

Michael DeCarbo, Claudia Figueroa, Dr. Marilyn Flores, Dr. Bonita Jaros, David Jiménez, Enrique Perez, Nga Pham, Craig Rutan, Mark Smith & Aaron Voelcker

Staff in Attendance: Patricia Duenez

Not Present: Carlos Lopez, Connie Ramos, Kristen Robinson and John Zarske

II. PUBLIC/COMMITTEE MEMBER COMMENTS

Mr. Perez introduced new committee member, David Jimenez, the SCC ASG representative.

III. MINUTES FOR REVIEW AND APPROVAL – NOVEMBER 30, 2016

It was moved by Dr. Jaros, seconded by Mr. Smith and carried to approve the November 30, 2016 minutes. Abstentions were made by Mr. DeCarbo and Mr. Rutan as they were not present for the November 30th meeting. Quorum was not sufficient with the abstentions. Minutes were tabled to be approved at the next meeting. **(see Item X Other for approval of minutes with quorum)**

IV. REPORT FROM DISTRICT COUNCIL – JANUARY 30, 2017

Dr. Jaros reported that the Strategic Technology plan was approved, shared news on the Governance Summit and the Strategic Planning Meeting. Mid-year goal updates from all committees are being sent to Debra Gerard. Ms. Duenez will send POE's mid-year goals to Debra Gerard as well as remind the other committees to send their mid-year goals to Debra as well.

(Ms. Figueroa arrived at this time)

V. FOLLOW-UP OF THE FEBRUARY 7, 2017 RSCCD PARTICIPATORY GOVERNANCE SUMMIT

Discussion ensued over feedback heard from the Summit; the gallery walk being a good idea and the Strategic Planning Goals were a little long to sit through. Discussion continued over the manual, revisions and timeline, comments regarding the district and colleges committees and the non-integration of committees, resources for the needs at the college level, college planning, district planning, the communication between the committees and communication to District Council. Mr. DeCarbo suggested the instructional calendar be added as a second addendum to the Planning Design Manual. A workshop to review the manual, particularly planning and resource allocation as well as committee membership and responsibilities, was suggested for fall 2017. August 22, 2017 date was agreed on. Mr. Perez will connect with the committees prior to August 22nd so that they have time to review their roles and responsibilities.

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

VI. STRATEGIC PLAN UPDATES TO BOARD OF TRUSTEES – FEBRUARY 27, 2017

Mr. Perez gave an update on the presentation for the February 27 Board meeting. Mr. Perez and Ms. Pham will be speaking on the district planning process and will introduce the 2016-19 Strategic Plan. Dr. Jaros and Mr. Voelcker will speak about the overall college planning processes at SAC and SCC respectively. The college Presidents will provide an update on their planning and strategies for enrollment management. The suggestion was made to compress the slides and information. The suggestion was also made to point out at the Board meeting that despite data showing residents moving out of the surrounding area, along with other factors, that enrollment at the colleges is still good. Discussion ensued on the logistics and strategies for the colleges' presentations.

VII. POE GOALS FOR 2016-2017 MID-YEAR PROGRESS REPORT UPDATE (HANDOUT)

The mid-year evaluation of POE goals were reviewed. It was moved by Mr. Rutan, seconded by Ms. Pham and carried unanimously to approve the mid-year evaluation POE Goals for 2016-2017. Ms. Duenez will forward these to Debra Gerard to include at the following District Council meeting.

VIII. UPDATES AT THE COLLEGES

- a. Santiago Canyon College - Mr. Voelcker reported that the Educational Master Plan Committee will be meeting soon, reported on resource allocation and that they have 87 resource requests so far this year.
- b. Santa Ana College - Dr. Jaros reported that there are three (3) college council retreats planned thus far where one of their goals is to review their mission statements and that they are to include more people other than college council.

IX. GRANT DEVELOPMENT SCHEDULE (INFORMATION)

Mr. Perez presented the Grant Schedule. No questions were raised. Discussion were made over the different grants listed.

X. OTHER

Returning to item III, approval of the November 30, 2016 minutes. Quorum was now reached with Ms. Figueroa present. It was moved by Ms. Pham, seconded by Mr. Smith and carried to approve the November 30, 2016 minutes. Abstentions made by Mr. DeCarbo and Mr. Rutan as they were not present at the November 30th meeting.

Ms. Pham reported that Ms. Ramos had accepted a position with another district and that POE would need a new CSEA representative.

NEXT MEETING: March 22, 2017

Mr. Perez adjourned the meeting at 4:59pm

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
Submitted								
<i>EHS Child Care Partnerships (U.S. Dept. of Health & Human Services) \$1.5-2 million</i>	DO – Janneth Linnell	Goals #1 and #2	August 1, 2016	UPDATE: Not funded.	May 2017	Yes 20%: consists of state-funded staff & unclaimed indirect	Expand child care services through partnerships with service providers and referral organizations, and home-based child care providers.	No
<i>Upward Bound – Regular (U.S. Dept. of Education) \$1,250,000</i>	SAC – Romelia Madrigal	Goals #1, #2, and #4	November 28, 2016	Submitted	August 2017	No	Provide college and career preparation and planning services for low-income & at-risk Santa Ana high school students.	No
<i>Community College Initiatives (National Endowment for the Humanities) \$100,000</i>	SCC - Jared Kubicka-Miller	Goal #4	January 12, 2016	Submitted	Late-spring 2017	No	Implement a multi-disciplinary project to engage students in building critical thinking and communication skills by exploring the theme of “First Generation Women and Power.”	No
<i>WIOA Adult Education (CA Dept of Education) \$3,927,136</i>	CEC – Jarek Janio; OEC – Jose Vargas	Goals #1 and #4	February 10, 2017	Submitted	June 2017	No	New competition for next 3-year cycle for adult education programs.	No
<i>CA Guided Pathways</i>	SAC – Carlos Lopez	Goals #1, #3, #4 and #5	February 28, 2017	UPDATE: Selected.	March 31, 2017	No	Institution-wide implementation of structured program & degree pathways	Yes
<i>College Assistance Migrant Program (U.S. Dept. of Education) \$2,125,000</i>	SCC – Deisy Covarrubias	Goals #1, #2 and #4	Due March 10, 2017	Submitted	August 2017	No	Engage in outreach and recruitment of children of migrant families, and provide extensive educational and support services during their first year in college	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
<i>Upward Bound Math & Science (U.S. Dept. of Education) \$1,250,000</i>	SCC – Lorrie Jordan, LaKyshia Perez	Goals #1, #2, and #4	Due March 22, 2017	Submitted.	August 2017	No	Provide college & career preparation & planning services for low-income & at-risk students at El Modena and Orange high schools who intend to pursue STEM majors	No
<i>Market Development Cooperator Program (U.S. Chamber of Commerce) \$300,000</i>	DO – Lynn Stewart	Goal #2	Due March 27, 2017	UPDATE: Competition cancelled.	Summer 2017	Yes. 2 to 1. 50/50 cash & in-kind	Implement a project to improve training and alignment with industry in the Global Trade & Logistics Sector	No
<i>GEAR UP (Gaining Early Awareness & Readiness for Undergraduate Programs) (U.S. Department of Education) \$600,000-\$800,000 per year over 5 years</i>	SAC – Sara Lundquist SAC would be a sub-award to UCI.	Goals #1, #3, and #4	April 19, 2017	Submitted.	October 2017	No	Provide college-readiness and planning services to cohorts of Santa Ana high school students beginning in 7 th grade and through until senior year, and 1 st year in college.	No
April / May 2017								
<i>Middle College High School competitive renewal (CCCCO) \$100,000</i>	SAC – Sara Lundquist	Goals #1, #3 and #4	April 24, 2017 (hard copy mailed on April 21, 2017)	Submitted	June 2017	Yes. 100% of the match provided by SAUSD, consists of the Principal's salary and benefits.	Offer an early college high school program on the Santa Ana College campus.	No
<i>Perkins IV – Career Technical Education Act Funds Annual renewal application \$1 million +</i>	SAC – Bart Hoffman, Kim Matthews SCC – Von Lawson, Kari Irwin	Goals #1, #2, #4 and #5	May 15, 2017	Planning	July 2017	No	Develop and improve the colleges' CTE programs to improve student achievement in those programs and attainment of employment, esp. for non-traditional students	No. But 3-year limit on cont. activities charged to the grant.

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
<i>Math Engineering & Science Achievement Program 3-year renewal competition (CCCCO) \$70,250</i>	SAC – Cathie Shaffer	Goals #1, #3 and #4	May 15, 2017	Planning	June 2017	Yes. 1:1. Director (20% GF) and Coordinator (56% GF)	Provide targeted support services for disadvantaged students pursuing STEM majors.	No
<i>Enrollment Growth in Associate Degree in Nursing Programs (CCCCO) \$95,000+</i>	SAC – Becky Miller	Goals #1 and #3	May 19, 2017	Planning	June 2017	No	Intensive support services provided to nursing students to improve completion.	No
<i>Assessment, Remediation and Retention in Associate Degree in Nursing Programs (CCCCO) \$100,000+</i>	SAC – Becky Miller	Goals #1 and #3	May 19, 2017	Planning	June 2017	No	Intensive support services provided to nursing students to improve course success, retention and completion.	No
<i>Sector Navigator – ICT/Digital Media (CCCCO) \$372,000</i>	DO – Enrique Perez	Goal #2	May 19, 2017	Planning	June 2017	Yes. 1:1. 100% 3 rd party in-kind: in 16/17, \$25K <i>Diablo Valley College</i> ; \$50K <i>Listen to See</i> ; \$60K <i>SynEd</i> ; \$100K <i>West Hills CCD</i> ; \$137.5K <i>Cisco Networking Academy</i>	Implement a state-wide project to support ICT/Digital Media program development that is well-aligned with industry & increases completion & job attainment.	No
<i>Los Angeles / Orange County Regional Consortia (CCCCO) \$370,000</i>	DO – Enrique Perez	Goals #2 and #4	May 19, 2017	Planning	May 2017	No	Continued operation of the LA/OC Regional Consortia on regional CTE planning & collaboration	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
<i>Deputy Sector Navigator – Retail / Hospitality / Tourism (CCCCO) \$200,000 base (1:1 match), plus \$100,000 in-region (no match)</i>	DO – Ruth Cossio-Muniz	Goals #1, #2, and #4	May 19, 2017	Planning	June 2017	Yes. 1:1 \$200K 36% GF \$72K: 20% Ruth, ST staff 23% ICR unclaimed indirect: \$46K 41% 3 rd party in-kind: \$82K (ACT Center tests \$50K; OC Hosp. Chamber \$9.6K; Advisory Committee members' time \$12K; free use of facilities for events \$11.5K)	Implement regional projects to support Retail/Hospitality/Tourism, ICT/Digital Media, Small Business and Global Trade and Logistics program development at the community colleges that are well-aligned with industry workforce needs and increases student completion of certificates and degrees and attainment of high-wage occupations.	No
<i>Deputy Sector Navigator – ICT/Digital Media (CCCCO) \$200,000 base(1:1 match), plus \$100,000 in-region (no match)</i>	DO – Enrique Perez	Goals #1, #2, and #4	May 19, 2017	Planning	June 2017	1:1 \$200K 44% GF \$88.3K: 90% Marbella Ruiz 31% unclaimed indirect: \$62.8K 25% 3 rd party in-kind: IEEE \$32K; Nueva Vista \$7.2K; and 24K DMC facility usage		No
<i>Deputy Sector Navigator – Small Business (CCCCO) \$200,000 base (1:1 match), plus \$100,000 in-region (no match)</i>	DO – Elizabeth Arteaga	Goals #1, #2, and #4	May 19, 2017	Planning	June 2017	1:1 \$200K 17% GF: \$36.7K Bus Experts 19% unclaimed indirect: \$38.1K 63% SBDC grant: \$125.2K		No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
<i>Deputy Sector Navigator – Global Trade & Logistics (CCCCO) \$200,000 base (1:1 match), plus \$100,000 in-region (no match)</i>	DO – Lynn Stewart	Goals #1, #2, and #4	May 19, 2017	Planning	June 2017	1:1 \$200K 64% GF: 20% Lynn, 30% Alejandra, 20% Maria Gil 28% unclaimed indirect: \$56.5K 5% 3 rd party in-kind: Advisory Committee members time \$10.9K 2% STEP grant: \$4K	Implement regional projects to support Retail/Hospitality/Tourism, ICT/Digital Media, Small Business and Global Trade and Logistics program development at the community colleges that are well-aligned with industry workforce needs and increases student completion of certificates and degrees and attainment of high-wage occupations.	No
June 2017								
<i>Veterans Upward Bound (U.S. Dept. of Education) \$1,250,000</i>	SAC – Brenda Estrada	Goals #1, #2, and #4	Due date expected in June.	Planning	August 2017	No	Provide college and career preparation and planning services for veterans.	No
<i>Humanities Initiatives at Hispanic Serving Institutions (National Endowment for the Humanities) \$100,000 each program</i>	SCC: Marilyn Flores, Narges Rabii-Rakin (MUN), Jared Kubicka-Miller (Forensics)	Goal #1, #3 and #4	Due June 22, 2017	Planning	December 2017	No	Engage students in enriched MUN and Forensics activities to strengthen the application of knowledge and skills of the humanities disciplines.	No.
Spring/Summer 2017								
<i>Child Care Access Means Parents in School Program (U.S. Dept. of Education) \$520,000 per campus</i>	DO – Janneth Linnell	Goal #4	Early spring 2017	Planning	August 2017	No	Provide child care services to low-income parents enrolled at Santa Ana College or Santiago Canyon College.	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?
<i>Various Foundation grants to Support Model United Nations Program</i>	SCC – Marilyn Flores & Narges Rabii-Rakin	Goals #1, #3, and #4	No deadline. Submission of LOI to be invited to submit full proposals.	Planning	NA	No	Support applied learning of critical thinking, problem solving, communication and negotiation skills through students’ participation in MUN competitions.	No
Fall 2017								
<i>National Endowment for the Humanities Community College Initiative Grants \$100,000 each program</i>	SCC – Marilyn Flores, Narges Rabii-Rakin (MUN), & Jared Kubicka-Miller (Forensics)	Goals #1, #3, and #4	January 16, 2018	Planning	RFAs are not out yet	No	Secure funds to support applied learning of critical thinking, problem-solving, communication, and negotiation through participation in MUN & Forensic competitions.	No