



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

Minutes

Wednesday, December 15, 2021 3:30pm-5:00pm via zoom

Present: Dr. Vaniethia Hubbard • James Isbell • Dr. James Kennedy • Cristina Morones • Enrique Perez • Roxana Pleitez • Martin Stringer • Michael Taylor • Jose F. Vargas • Aaron Voelcker
Guests: Jesse Gonzalez, Iris I. Ingram; Narges Rabii

Mr. Perez called the meeting to order.

I. WELCOME

Mr. Perez provided welcoming remarks.

II. *APPROVAL OF MINUTES – Action

a. November 17, 2021 meeting

It was moved by Ms. Morones, seconded by Mr. Stringer to approve the November 17, 2021 minutes. No corrections; abstentions from Mr. Jose F. Vargas, Roxana Pleitez and James Isbell.

III. DISTRICT COUNCIL UPDATE – Information

a. December 6, 2021

Mr. Perez was not present at the December 6, 2021 meeting but provided a brief review based on the agenda.

IV. *REVIEW PLANNING PORTFOLIO AND RESOURCE REQUEST PRIORITIZATION RUBRIC - Discussion / Action

Mr. Perez provided overview of hiring of employees/positions that affect any other resource increase and tentative budget, is brought to POE first for discussion to ensure the position is a priority, aligns with district goals and objectives and send recommendation to FRC and District Council. Voting would not take place at this meeting as key members were not present; input and discussion only.

Ms. Rabii provided overview of proposed positions.

Dr. Hubbard joined the meeting at this time.

The ask is to increase staff in Office of Diversity and add the Office of Collaborative Resolution. Office functions as an ombudsman office to provide support and mediation, separate of Human Resources. This would create a space to seek resolution to a problem and have it mediated confidentially and privately.

Dr. Kennedy joined the meeting at this time.

Proposed budget for increase of staff is \$635,000 salary and benefits included. Proposed staff: 1 Chief of Office of Diversity, 1 ODI Analyst, 1 Confidential Executive Secretary, 1 full time Recruiter.

Budget source is 70% from SAC and 30% SCC.

Ms. Rabii provided statistical preliminary numbers of between 2016 and 2021, \$2.44 million were spent on investigation legal issues. Discussion ensued; questions were raised and answered. Ms. Ingram clarified that the \$2.44mil is paid by colleges based on the Budget Allocation Model, coming out of general fund.

Ms. Ingram will have more information when the governor releases his proposed budget on January 10, 2022. Ongoing costs and salaries are ongoing costs and not to be funded out of one time monies. We're still under a Right Sizing obligation with the Board of Trustees with 32million over 5 years with SRP 1 and SRP 2.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Tyler Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Martin Stringer • Michael Taylor • Jose F. Vargas • Aaron Voelcker

Mr. Perez asked questions be directed to he and Ms. Rabii.

Mr. Gonzalez provided overview of ITS request to add management position of Application Specialist IV. This Reorg has gone through Chancellor's Cabinet. Reporting lines were clarified. The request is for management position first then classified personnel at a later time. Questions were raised and answered. Cost will be clarified at a later time as it was initially submitted as a classified position but now has changed to management. Guidance from the hiring processes has since changed from initial documents submitted. Reorg goal is cost savings, efficiency and update job descriptions.

Mr. Gonzalez will bring Reorg back to the January 26 meeting with updated cost and savings and show the 30% of projects ITS is not able to get to due to prioritization process with examples.

V. TRAINING VIDEO ON MAXIENT REPORTING PROCESS – Update / Discussion

Mr. Perez reported on follow up with training video and connecting with communication team for a districtwide development and effort. A meeting is scheduled with the group; will come back with some proposals.

Mr. Perez will ensure members receive video link Mr. Michael DeCarbo shared from the November meeting.

VI. PLANNING AT THE COLLEGES - Information

a. Santiago Canyon College

i. Planning Update on Accreditation

Mr. Voelcker reported on March dates for site visit, development of instructional goals for next educational master plan. Will report on progress at February meeting.

ii. Enrollment Update

Mr. Stringer shared screen; reported on fall and spring intersession enrollment.

b. Santa Ana College

i. Planning Update on Accreditation

Mr. Perez reported on March site visits to SAC as Dr. Lamb was not present.

ii. Enrollment Update

Dr. Kennedy shared screen; reported on enrollment and students registering later as classes become available.

Ms. Ingram reported on MIS data as it applies to the student centered funding formula supplemental allocation and monies lost.

Mr. Perez reported that at the DEMW they are diving deeper into this.

Mr. Voelcker reported a group looking more at the supplemental allocation data and data submitted to State Chancellor's Office and future meetings scheduled.

Mr. Voelcker will ensure Mr. Adam O'Connor is included in meetings where MIS data is being discussed.

Mr. Perez will ensure Dr. Hubbard/Student Services is kept updated as well.

VII. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information

a. Next meeting: January 20, 2022

Mr. Perez reported the December BIEC meeting was cancelled; next meeting scheduled for January 20, 2022.

VIII. *GRANT DEVELOPMENT SCHEDULE – Information

Mr. Perez asked questions be referred to he as Ms. Santoyo was not present.

IX. OTHER

Next meeting scheduled for Wednesday, January 26, 2022.

Mr. Perez adjourned the meeting 1 hour, 26minutes after start. Start time was not announced at beginning of meeting.

**attachment provided*

Approved: February 23, 2022