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

A G E N D A

Wednesday, February 23, 2022 3:30pm-4:30pm

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

I.   WELCOME

II.   *APPROVAL OF MINUTES – Action
    a.   *December 15, 2021 regular meeting
    b.   *February 7, 2022 special meeting

III.   DISTRICT COUNCIL UPDATE – Information
    a.   February 1, 2022

IV.   DISTRICTWIDE PLANNING FOR SPRING – Discussion / Action

V.   PLANNING AT THE COLLEGES - Information
    a.   Santiago Canyon College
        i.   Planning Update on Accreditation
        ii. Enrollment Update
    b.   Santa Ana College
        i.   Planning Update on Accreditation
        ii. Enrollment Update

VI.   BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information
    a.   March 17, 2022 next meeting-agenda item 'Dual Enrollment'

VII.   *GRANT DEVELOPMENT SCHEDULE – Information

VIII.   DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING UPDATE - Information
    a.   February 4, 2022

IX.   OTHER

NEXT MEETING: ***Wednesday, March 23, 2022***

*attachment provided

RSCCD Mission Statement

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.

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
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.

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

attachment provided   Approved:_____

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

Minutes

SPECIAL MEETING - Monday, February 7, 2022 4:00 - 5:00pm via zoom

Present: Matthew Beyersdorf • Dr. Melba Castro • Dr. Marilyn Flores • 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 • Michael Taylor • Aaron Voelcker
Guests: Rene Beiza, Elvia Garcia, Debra Gerard, Cheng Yu Hou, Iris I. Ingram, Sil Han Jin, Tyler Noland, Alistair Winter
Patricia S. Duenez present as note taker.

Mr. Perez called the meeting to order at 4:01pm.
I.   WELCOME
Mr. Perez provided welcoming remarks and thanked members for their support in attending the special meeting.

**II.   *APPROVAL OF PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER
JOB DESCRIPTION – 2 POSITIONS – Discussion / Action**
Mr. Hou provided overview of the two full time new positions, funding sources for positions, canvassing done in creation of job descriptions, support to colleges positions to provide, and increased workload in Human Resources due to several SRP retirements.
Questions were answered.
Ms. Kristin Robinson joined the meeting at this time.
Members expressed appreciation in bringing forth positions.
Mr. Hou expressed appreciation to members for their support.

It was moved by Mr. Isbell, seconded by Mr. Beyersdorf and, by roll call vote, carried unanimously with an abstention by Ms. Kristin Robinson to approve the two Principal People and Culture Business Partner positions.

Positions will now go to District Council for approval with a favorable recommendation from POE.
Mr. Perez will pull the ITS and ODEI positions proposed at December's POE meeting to be brought back at a later unspecified time, giving priority to the two Human Resources positions.

III.   OTHER
Next regularly scheduled meeting: Wednesday, February 23, 2022.

Mr. Perez adjourned the meeting at 4:39pm.

Approved: _____

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									
National Science Foundation Advancing Innovation and Impact in Undergraduate STEM Education at 2-Year Colleges Up to $2 million	SCC – Denise Foley	Goals #1, #3, and #4	5/28/2021	Submitted. Decision still pending.	Sept/Oct 2021	No	Thorough and intensive recruitment and orientation, monitoring and instructional support services for STEM majors to increase retention, success and completion.	No	Yes
SBA Community Navigator Program $50,000 - $100,000	CSUF SBDC Leader Center will apply RSCCD's SBDC will be a partner	Goals #1 and #2	7/23/2021	Submitted.	December 2021	No	RSCCD's SBDC will implement its Virtual Marketing Internship Program in Santa Ana, Anaheim and Inland Empire.	No	Yes
NSF Advanced Technology Education Grant $300,000 - $600,000 over 3 years	SAC – Madeline Grant; Hugh Nguyen	Goals #3 and #4	10/14/2021	**UPDATE: Selected for consideration for funding.**	Mid to late Spring 2022	No	Integrate employment readiness through SAC's cybersecurity courses and preparation and placement in internship with Information Technology Disaster Resource Center (ITDRC).	No	Yes
Basic Needs for Postsecondary Students Program U.S. Department of Education Up to $900,000 for 3 years	SAC – Dr. Brenda Estrada	Goals #1, #2, #3 and #4	12/6/2021	**UPDATE: Not awarded.**	April 15, 2022	No	Establish a centralized, comprehensive Basic Needs Center to address the array of needs areas through direct services, resources and on-campus and off-campus referrals.	No	Yes
U.S. Department of Education, Upward Bound $347,196 per year for 5 years	SAC – Alicia Kruizenga and Veronica Hurtado	Goals #1, #2, #3, #4	1/31/2022	Submitted	Summer 2022	No	Continue existing programs to provide college prep services for low-income, first-generation and students with disabilities, who want to pursue STEM majors.	No	Yes
U.S. Department of Education, College Assistance Migrant Program (CAMP) $475,000 per year for 5 years	SCC – Miguel Luna	Goals #1, #2, #3, #4	2/1/2022	Submitted	Summer 2022	No	Existing CAMP would continue to recruit and provide wrap-around support services for 1st year students from migrant families.	No	Yes

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
Spring 2022									
California Community College Chancellor's Office – Invention and Inclusive Innovation (i3) Initiative $125,000 for 15-month term	SAC – Madeline Grant SCC – Elizabeth Arteaga	#1, #3 and #4	2/22/2022	Considering	March 2022	No	Faculty teams participate in statewide training on the i3 model that emphasizes hands-on learning and developing an entrepreneurial mindset, and implement programs on their campus.	Yes. Expected that opportunities for applied innovation and entrepreneurial mindset continued to be offered to students.	Pending
California Apprenticeship Initiative Pre-Apprenticeship and Apprenticeship grants Up to $500,000 over two years	SCC – Elizabeth Arteaga	Goals #1, #2, and #4	March 31, July 15, September 30, 2022	Considering	Within 4 months after submission.	Yes. 20% from employer partner.	Create a pre-apprenticeship or apprenticeship program in a non-traditional area or in an innovative way.	Yes. Expected that the pre-apprenticeship or apprenticeship program will be sustained after grant ends.	Pending
Office of Public School Construction, K-16 Collaborative $250 million for the entire initiative. Estimated at about $250,000 million per award	SAC – Jeffrey Lamb	Goals #1, #2, #3, #4	RFA is supposed to be out in February with applications due March/April 2022	Considering	May 2022	Unknown. RFA not out yet.	An intersegmental partnership (K12, CC, CSU, UC) and a steering committee in which 25% of members are local employers implement 4 recommendations from the 2021 Recovery with Equity report, and establish at least two pathways in Healthcare, Education, Business Management or Engineering/Computing.	Expectation that pathways will be maintained, as well as continued implementation of effective recommendations.	Pending
U.S. Department of Education, Upward Bound Math & Science $250,000 per year for 5 years	SCC – Miguel Luna	Goals #1, #2, #3, #4	RFA will be out Feb/Mar 2022	Writing	Summer 2022	No	Continue existing program to provide college prep services for low-income, first-generation students and students with disabilities, who want to pursue STEM majors.	No	Pending
U.S. Department of Education, Veterans Upward Bound $250,000 per year for 5 years	SAC Veterans SAC – Mark Canett	Goals #1, #2, #3, #4	RFA will be out Feb/Mar 2022	Writing	Summer 2022	No	Continue existing program to provide college prep services for veterans who are low-income, first-generation and/or have disabilities.	No	Pending

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
California Community Colleges Chancellor's Office, Rising Scholars Program $300,000	Continuing Education – Jim Kennedy, Lorena Chavez, Stephanie Paramore, Joseph Alonzo	#1, #2, #3 and #4	3/21/2022	Planning	Preliminary 3/31/2022 Final 5/23/2022	No	For justice-involved students increase enrollment in college, completion of credentials, certificates, degrees or specific skill sets; transfer; decrease average number of units to earn a degree; and reduce equity gaps.	No	Pending
California Community Colleges Chancellor's Office, Strategic Enrollment Management Program	DO – Enrique Perez	#1, #2, #3 and #4	2/21/2022	Planning	March 2022	No	Focus on student journey as it pertains to retention and completion. Engage with other colleges and SEM team to identify and implement best practices. Implement a SEM initiative as an outgrowth of these planning work.	Yes. Expected that effective SEM strategies are retained.	Pending

California Governor's Office of Business and Economic Development

Community Economic Resilience Fund. RFA expected out in February, with <u>applications due in March 2022</u>, and awards identified in April 2022. $5 million will be awarded to one organization in each of the 13 regions identified by the state (Orange County is one region) to achieve the following program objectives: 1) Facilitate meaningful and inclusive planning to produce regional roadmaps for economic recovery from COVID-19 that prioritizes high-quality jobs in sustainable industries. 2) Invest in projects that emerge as strategic investments to achieve the goals and objectives identified through the regional planning process. 3) Align and leverage funding, strategic plans and stakeholders' resources throughout the region.

California Community Colleges Chancellor's Office

California Apprenticeship Initiative. <u>Multiple due dates available: March 31, 2022; July 15, 2022; September 30, 2022</u>. Up to $500,000 over 2 years to establish Pre-Apprenticeship and Apprenticeship projects in new or non-traditional occupations that are DAS (Division of Apprenticeship Standards) approved.

Lumina Foundation

Million Dollar Community College Challenge Grants. (only colleges not district eligible to apply). <u>Applications due March 15, 2022</u>. One $1 million award and 9 $100,000 awards to 1) Scale community college brand-building and marketing efforts, 2) Provide resources and guidance for community colleges to elevate their brands, and 3) Develop resources that improve the aspiration and implementation of equity-focused enrollment efforts at community colleges, with emphasis on adult students.

National Science Foundation

[Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)](#)
Deadline: February 22, 2022

[Vision and Change in Undergraduate Biology Education](#)
Deadline: March 7, 2022

[Racial Equity in STEM Education](#)
First Deadline: March 22, 2022

[Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI Program)](#)
First deadline: March 28, 2022

[Building Capacity in STEM Education Research](#)
Deadline: March 29, 2022

[Advancing Innovation and Impact in Undergraduate STEM Education at Two-year Institutions of Higher Education](#)
Deadline: May 2, 2022

Updated: February 2022

Advanced Technological Education (ATE)
Deadline: October 06, 2022

US Department of Education

Title V HSI - 2022 competition expected.
Deadline: TBD

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
DO	CCCCO IEPI *Strategic Enrollment Management Program*	Not known at this time. Still in planning.
SAC	NSF *Advanced Technological Education*	Beyond contract for PI and 2 Co-PIs 19-hr Special Project Specialist
	U.S. Department of Education, *Upward Bound*	Project Director 50% of 1.0 FTE Program Coordinator 48% of 1.0 FTE Instructors, hourly Summer program staff, hourly Instructional Assistants, hourly
SCC	NSF *Advancing Innovation and Impact in Undergraduate STEM Education at 2-Year Colleges*	10 LHE/year release for PI STEM & Career Counselors (adjunct hourly) Faculty stipends Part-time Research Specialist Instructional Assistants (hourly) SI Student Assistants (hourly)
	U.S. Department of Education, *College Assistance Migrant Program*	Project Director 33% of 1.0 FTE Counselor 20 hrs/wk, plus 54 summer hours Project Assistant 90% of 1.0 FTE Student Services Specialist 19 hr Ongoing Student Services Specialist, hourly Tutors, hourly

February 2022