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, January 25, 2023 3:30pm-4:30pm

(NEW) https://us06web.zoom.us/j/85476788819 OR dial 1-669-444-9171 / 85476788819#

I.   **WELCOME**

II.   **APPROVAL OF MINUTES – Action**
    a.   *November 16, 2022 regular meeting

III.   **DISTRICT COUNCIL UPDATE – Information**
    a.   Update from December 5, 2022 meeting
    b.   January 30, 2023 next meeting

IV.   **MEMBERSHIP – Discussion / Action**
    a.   *Membership Composition Recommendation

V.   **COMMITTEE GOALS & ACCOMPLISHMENTS – Discussion / Action**
    a.   *Approval of Committee Goals for 2022-2023

VI.   **PLANNING - Information**
    a.   District Office
       i.   *I&EP Update
    b.   Santiago Canyon College
       i.   Planning Update
      ii.   Enrollment Update
    c.   Santa Ana College
       i.   Planning Update
      ii.   Enrollment Update

VII.   ***GRANT DEVELOPMENT SCHEDULE – Information**
    a.   New Resource Development Initiatives

VIII.   **OTHER**

   NEXT MEETING: ***Wednesday, February 22, 2023***

*attachment provided

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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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.
        Note: Business Services forwarded revised Reorg #1307 with account strings to Ms. Duenez. Ms. Duenez
        provided revised version to committee.

    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.

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: <u>*One faculty member*</u> *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. <mark>Ms. Duenez</mark> 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.
       <mark>Ms. Duenez</mark> will send committee inquiry on availability to meet on December 14th.

   Dr. Davis adjourned the meeting at 5:13pm.

                                                                    *attachment provided

                                                Approved:_____

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

The Planning and Organizational Effectiveness Committee is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.

Responsibilities	Proposed Membership	Campus
1. Coordinate the development and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan	Vice Chancellor Educational Services or Designee (Co-chair)	Admin DO (1)
	Vice Chancellor Business Services or Designee	Admin DO (1)
	Executive Director, District Research, Planning & Institutional Effectiveness	Admin DO (1)
2. Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual	Vice President, Academic Affairs	Admin SAC (1) SCC (1)
	Vice President, Student Services	Admin SAC (1) SCC (1)
3. Provide leadership for coordination of district and college planning activities	Vice President, Continuing Education (or designee)	Admin Alternate SAC/SCC (1)
4. Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan	President of Academic Senate, one president shall serve as committee Co-chair for two-year term (alternating between the colleges)	Faculty SAC (1) SCC (1)
	Two faculty members appointed by each Academic Senate	Faculty SAC (2) SCC (2)
5. Coordinate data to be presented at annual Board of Trustees planning activity	A faculty member appointed by FARSCCD	Faculty DO (1)
6. Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions	Three Classified representatives appointed by CSEA	Classified SAC (1) SCC (1) DO (1)
	Student representatives (when possible)	Student SAC (1) SCC (1)
7. Review institutional research activities and results 8. Review resource development initiatives	**POE Resources** • Assistant Vice Chancellor, Educational Services (DO) • Director of College Research (SAC) • Dean of Institutional Effectiveness, Library & Learning Support Services (SCC)	DO (1) SAC (1) SCC (1)

Planning and Organizational Effectiveness Committee
Evaluation of 2021-22 Committee Goals and Accomplishments & Creation of 2022-23 Goals

	2021-22 Committee Goals	2021-22 Committee Accomplishments	2022-23 Committee Recommended Goals
Goal 1	Oversee and guide the development of updating the districtwide Comprehensive Master Plan *-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process*		Oversee and guide the development of updating the districtwide Comprehensive Master Plan *-- Better alignment and integration of college strategic planning processes and the districtwide strategic planning process*
Goal 2	Complete second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees *-- Review of data for each strategic objective to ensure changes are made in a timely manner; thereby impacting outcome sooner, if needed*	Completed second year progress report for the 2019-2022 RSCCD Strategic Plan and presentation to the Board of Trustees *-- Review of data for each strategic objective monthly*	Need to complete final year progress report for the 2019-2022 RSCCD Strategic Plan
Goal 3	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	Oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning	Continue to oversee and guide the work of DEMW in building the enrollment management data warehouse, including completion of data dictionary, reports, and visual dashboards to encourage the use of data in districtwide planning
Goal 4	Support the work of the Board Institutional Effectiveness Committee	Support the work of the Board Institutional Effectiveness Committee	Continue to support the work of the Board Institutional Effectiveness Committee
Goal 5	Communicate the RSCCD Functions/Mapping of Responsibilities to college and district employees to ensure everyone understands their roles and responsibilities for a more efficient and effective operation		Oversee the process of updating the RSCCD Functions/Mapping of Responsibilities for 2022-23 and communicate these functions throughout the district/colleges to ensure everyone understands their roles and responsibilities for a more efficient and effective operation

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									
Congressionally Directed Spending (Earmark) Feinstein and Padilla $4.9 million	SCC – Acting President Perez	#1, #2, #3 and #4	April 6, 2022	**UPDATE: No response to indicate that project was selected to move forward to next phase of approval. Assume project not selected.**	November 2022	No	Implement local projects as proof-of-concept on establishing locally-led sustainable and equitable water treatment and management policies and practices to empower residents and youth to participate in civil efforts to address environmental challenges. In collaboration with the City of Orange, SCC's Water Utility Science students would have applied-learning/work-experience opportunities through local water management and usage projects.	No	No. Less than 1 week to submit for opportunity.
Congressionally Directed Spending (Earmark) Correa $2.5 million	SAC Dr. Annebelle Nery	#1, #2, #3 and #4	April 13, 2022	**UPDATE: Project moved on to the next phase of approval.**	November 2022	No	CTE pathways that start in non-credit courses (for CTE skill development and prep for credit programs, basic skills, English) and transition to credit certificate and degree programs. Develop these pathways for in-demand occupations and careers in the region to diversify the workforce and broaden engagement and access by marginalized populations. Collaborate with Workforce Development Boards to connect dislocated, under- and un-employed workers to career training that leads to in-demand jobs in the region.	No	No less than 1 week to submit for opportunity.

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
U.S. Department of Education Basic Needs for Postsecondary Students up to $950,000 over three years (estimated only 8 awards)	SAC – Dr. Hubbard	Goals #1, #2, #3 and #4	October 3, 2022	**UPDATE: Not awarded.**	March 2023	No	Implement a systemic, evidence-based approach to addressing students' basic needs through cross-agency collaboration and community engagement to improve underserved students' academic achievement and completion rates.	No	Yes
National Science Foundation P4Climate $68,142 for SCC Sub-grantee of CSUF	SCC – Prof. Angela Daneshmand		October 20, 2022	Submitted	March 2023	No	Support undergraduate research opportunities for SCC geology students.	No	Yes
Song-Brown Nursing Grant $200,000	SAC – Assoc. Dean, Mary Steckler	Goals #3 and #4	November 15, 2022	Submitted	February 28, 2023	No	These funds are to increase the program's capacity to serve more students by support a PT faculty member for clinical instruction, learning facilitators and a student services coordinator and clerk. All of these persons are already working in the department and supported by the current Song-Brown grant. A new award would continue to support this work.	No	Yes
California Community Colleges Chancellor's Office CA Apprenticeship Initiative – New and Innovative $120,000 – Planning Up to $1.5 million - Implementation	CEC – Lorena Chavez – Planning SAC – Larisa Sergeyeva, Chantal – Implementation Lamourelle – C SCC – Elizabeth Arteaga, Regina Lamourelle, Implementation	Goals #1, #2, #3 and #4	December 16, 2022	Submitted	February 2023	No	CEC will investigate development of an HR apprenticeship. SAC and SCC will develop apprenticeship programs in Child Development.	Yes	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 2023									
California Community Colleges Chancellor's Office Culturally Responsive Pedagogy & Practices Innovative Best Practices $300,000	SAC – Dr. Lamb; Chantal Lamourelle SCC -	Goal #1	February 17, 2023	Considering	April 17, 2023	No	Provide culturally competent professional development, with an emphasis on improving learning outcomes. Funds are to aid institutions to develop innovative DEIA-minded and culturally competent professional development training for faculty.	No	Pending
California Community Colleges Chancellor's Office EEO Innovative Best Practices $300,000	DO – Dr. Mikaila Brown		February 24, 2023	Considering	April 7, 2023	No	Implement pre-hiring, post-hiring or diversity promising interventions to achieve ambitious outcomes pertaining to promoting equal employment opportunities and diversifying faculty and staff.	Likely expectation that best practices to promote diversity would be sustained at some level.	Pending
Foundation for California Community Colleges Youth Empowerment Strategies for Success – Independent Living Program (YESS-ILP) $22,500 over 2 years	SAC – Deisy Romero	Goal #1 and #4	March 31, 2023	Planning	May 12, 2023	No	Program and services that provide former foster youth with life skills and a supportive campus environment that increases their ability to succeed.	No	Pending

Workforce Development Board

AB 628 Breaking Barriers to Employment Initiative: Provide individuals with barriers to employment the services they need to enter, participate in and complete workforce preparation, training and education programs aligned with regional labor market need. The focus is on the following target populations: disconnected youth, women seeking to enter non-traditional fields; un-, under- and low-skilled workers; persons for whom English is not their primary language; economically disadvantaged; CalWORKS participants; re-entry and soon to be released individuals; veterans, migrants/seasonal workers; Native Americans; persons with disabilities; immigrants; persons over 50 who need retraining for in-demand skills; other populations identified in the Unemployment Insurance Code. The single award funding amount is not clear, though there is a 20% cash/in-kind cash match requirement. Total available funding is $22,760,000.

High-Road Training Partnerships (HRTPs): Resilient Workforce Fund Program. Ongoing submissions. Performance period of 3 years. Up to $1 million. HRTPs are industry-based, worker-focused training partnerships that build skills for California's high-road employers. Required elements: industry-led problem-solving; partnerships are a priority; worker wisdom – bring worker voice into strategies; industry-driven education and training solutions – tap into existing training, develop and deliver their own programs or use a hybrid model specific to workforce needs.

National Science Foundation

Campus Cyberinfrastructure. Due March 1, 2023; September 11, 2023.

The Campus Cyberinfrastructure (CC*) program invests in coordinated campus-level cyberinfrastructure improvements, innovation, integration, and engineering for science applications and distributed research projects. Learning and workforce development (LWD) in cyberinfrastructure is explicitly addressed in the program. Projects that help overcome disparities in cyber-connectivity associated with geographic location, and thereby advancing the geography of innovation and enabling populations based in these locales to become more nationally competitive in science, technology, engineering, and mathematics (STEM) research and education are particularly encouraged. Science-driven requirements are the primary motivation for any proposed activity.

CC* awards will be supported in seven program areas: Each program area will support awards pursuant to the following budget and duration:

1. Data-Driven Networking Infrastructure for the Campus and Researcher awards will be supported at up to $650,000 total for up to 2 years;
2. Regional Connectivity for Small Institutions of Higher Education awards will be supported at up to $1,200,000 total for up to 2 years;
3. Network Integration and Applied Innovation awards will be supported at up to $1,000,000 total for up to 2 years;
4. Campus Computing and the Computing Continuum awards will be supported at up to $500,000 total for up to 2 years;
5. Regional Computing awards will be supported at up to $1,000,000 total for up to 2 years;
6. Data Storage awards will be supported at up to $500,000 total for up to 2 years; and
7. Planning Grants will be supported for up to $100,000 for 1 year and CI-Research Alignment awards will be supported for up to $200,000 total for up to 2 years.

Estimated number of awards: 30 to 53

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
CEC	CAI New and Innovative	<50% of Director, Special Programs Student Services Coordinator 200-300 hours for curriculum development
SAC	Congressionally Directed Spending	Not known at this time.
	CAI New and Innovative	Student Services Coordinator Stipends for Master Teacher Mentors Peer Mentors (1 per college) Instruction to offer classes for the cohort of apprentices
SCC	CAI New and Innovative	Student Services Coordinator Stipends for Master Teacher Mentors Peer Mentors (1 per college) Instruction to offer classes for the cohort of apprentices

January 2023