



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

Minutes

Wednesday, March 22, 2023 3:30pm-5:00pm virtual by zoom

Present: Dr. Melba Castro • Anaely Guadarrama for Karley Dinh • Alana Gates for Michael Taylor • Dr. James Kennedy • Veronica Munoz • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo
Guests: Iris Ingram, Adam O'Connor, Kevin Kawa for Dr. Daniel Martinez
Patricia Duenez present as record keeper.

Mr. Perez called the meeting to order at 3:38pm.

I. WELCOME

Substitute Representative Ms. Anaely Guadarrama attending on behalf of Ms. Karley Dinh.

II. APPROVAL OF MINUTES – Action

a. *February 22, 2023 regular meeting

It was moved by Dr. Kennedy; seconded by Ms. Pleitez to approve the February 22, 2023 minutes.
Motion carried unanimously.

III. SRP OVERVIEW – Information

Vice Chancellor Ingram **shared screen** of Supplemental Retirement Plan (SRP) 1 and 2 Analysis and Recommendation presentation and provided overview of Supplemental Retirement Plan (SRP) 1 and associated savings. Budget outlook has changed over past 3 years. Colleges need access to savings in order to make strategic investments, particularly in the area of instruction and student services. Recommendation being made to Board of Trustees to end SRP savings account/freeze by June 30, 2023 and allocate ongoing monies of 6 million to campuses of monies earned, based on math from FRC. Recommendation to Board of Trustees is to transfer one time savings of 14 million to increase reserves. Questions were raised and answered.

Ms. Pleitez joined meeting at this time.

Suggestion made to update Recommendation slide of presentation to read “Classified Members are essential”.

Dr. Kennedy provided positive remarks on presentation.

Plan to present next at District Council on April 3rd then for action at Board Fiscal Audit Committee on April 20th.

IV. DISTRICT COUNCIL UPDATE – Information

a. Update from March 6, 2023 meeting

b. Next meeting April 3, 2023

Craig provided update from the March 6, 2023 meeting.

V. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information

a. Update from March 16, 2023 Meeting

b. Next meeting May 18, 2023

Mr. Perez relayed positive remarks from Chancellor and members of the Board of Trustees on reports/presentations made.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Dr. Melba Castro • Karley Dinh • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Veronica Munoz • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

Ms. Pham reported on March 16 BIEC meeting and focus to Dual Enrollment. For May meeting, Trustee Arias Miller to focus more on Dual Enrollment and Enrollment. Meetings have been moved to a quarterly schedule. **POE will be informed** once May 18th meeting is confirmed.

VI. UPDATE ON COMPREHENSIVE MASTER PLAN – Discussion

Mr. Perez shared next steps on RFP process, bringing in consultant to get started now and work with colleges.

Ms. Pham shared next steps on planning processes; consultant to review planning processes for campuses and district to ensure integration and alignment, consultant to interview stakeholders, provide guidance and assist with developing timelines. District Research Dept. will provide environmental scan of each campus. **Ms. Pham** will send email tomorrow to governance committees with detailed next steps to review functions of committees and provide feedback. Review projected to wrap up by end of summer semester.

Mr. Perez made clear that feedback from colleges is necessary before consultant can initiate work.

So that there is no gap in goal tracking due to Educational Master Plan expiring during consultant's work and before new plan is implemented, it was suggested to extend timeline of district goals. Extension of goals will be placed on **next agenda as an action item.**

VII. PLANNING - Information

a. District Office

i. *I&EP Update

Ms. Pham provided update; ITS uploading data, there is a planning component, guidance group from state meeting in October for quarterly meeting.

Ms. Santoyo joined at this time.

b. Santiago Canyon College

i. Planning Update

ii. Enrollment Update

Dr. Castro reported on FTES increase 12.6%, dual enrollment growth 101.03 and unduplicated headcount increase in dual enrollment. InReach Center focus on wait list students; vendor focus on dropped out students from previous 3 years with customized social media, approximately 30,000 students.

c. Santa Ana College

i. Planning Update

Dr. Kennedy reported SAC forming Enrollment Management Committee, a participatory governance committee, with draft membership of 30 members.

Reported on 12 Reorgs being approved at last college council, moving through process.

Ms. Duenez will forward Reorg information to Ms. Guadarrama as these are on employee intranet.

Reported on end of Continuing Education Pilot. 25 staff working in out of class assignments, Reorg has 25 new positions to align with current activities. Positions have been in temporary structure.

Reorg needs to resolve before July 1, 2023.

ii. Enrollment Update

Dr. Kennedy reported on credit side growth 11%, noncredit side has slight decline of 4% but with so much positive attendance projected to see over 10% growth for spring.

VIII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Mr. Perez spoke to last DC/ACCT trip and aggressively seeking additional funds, especially at Federal level for both colleges, approx. 22 million in requests/earmarks.

Ms. Santoyo provided update on schedule apart from what was provided in agenda.

IX. OTHER

Mr. Perez will place membership as action item to **next month's agenda**. Balance is key for membership. Next meeting scheduled for Wednesday, April 26, 2023.

Mr. Perez adjourned the meeting at 4:29pm

Approved: April 26, 2023