



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

**Minutes**

**Wednesday, August 24, 2022 3:30pm-5:00pm virtual by zoom**

Present: Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy, Daniel Martinez • Tyler Nguyen • Nga Pham • Roxana Pleitez • Craig Rutan • Michael Taylor • Jose Vargas • Aaron Voelcker  
Guest: Dane Clacken  
Patricia Duenez present as record keeper.

Dr. Davis called the meeting to order at 3:33pm.

**I. WELCOME & Introductions**

Dr. Davis provided welcoming remarks.

**II. \*APPROVAL OF MINUTES – Action**

a. July 27, 2022 regular meeting

It was move by Mr. Vargas; seconded by Mr. Isbell, with abstentions from Mr. Daniel Martinez and Mr. Dane Clacken, to approve the July 27, 2022 minutes. None opposed.

**III. DISTRICT COUNCIL UPDATE – Information**

Mr. Rutan reported last meeting was July 18, 2022 which was reported at the July 27 POE meeting; next District Council meeting scheduled for August 29, 2022.

**IV. \*COMMITTEE ROLES & RESPONSIBILITIES REVIEW – Information**

Dr. Davis provided update to RFP related to Strategic Plan; researchers met yesterday, presentation to Board of Trustees scheduled for September 12, will have full update at next POE meeting. Does have recommendations and SOW has been developed, met with VC Ingram on RFQ-request for qualifications. Plan has to be implemented by July 2023. Goal from here with Strategic Plan reviewing what has been accomplished, where we're going and how to get there which includes Comprehensive Master Plan.

Mr. Rutan noted SCC is a year behind on putting Ed Master Plan together.

Dr. Davis noted SCC's Master Plan will be side by side with the Comprehensive Master Plan. There is a loose timeline to look at proposals by Oct/Nov. Goal is to onboard facilitator someone before end of January. By April or late May have POE review draft update and give facilitator feedback. Then will go through Chancellor's Cabinet, District Council. Will have parallel timelines as SCC.

**Ms. Pham** reported when Researchers met, it was suggested to form a workgroup to include VP's from POE; Consultant needed to focus on, **will share timeline** with Dr. Davis, Researchers and workgroup.

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Dr. Melba Castro • Dr. Adriene (Alex) Davis • Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy  
Tyler Nguyen • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Michael Taylor • Aaron Voelcker

Mr. Voelcker reported on productive Researchers meeting but raised concern on competing priorities, goal is to have things in place before next academic year but thoughtful plan is key instead of rushing to meet timeline.

Dr. Davis noted possibly modifying SOW to include more information sessions and forums to community to come in, having an evaluating tool, developing score card to upload to website, making sure everyone has ability to get eyes on it and provide feedback, will have a fuller report at next meeting.

Dr. Davis and Ms. Pham will connect to develop snapshot of plans.

Mr. Rutan raised concern of other competing priorities due this year.

## V. COMMITTEE GOALS & ACCOMPLISHMENTS - Information / Discussion

a. \*Goals and Accomplishments of 2020-2021

b. \*Creation of Goals for 2021-2022

Dr. Davis shared screen of 3 slide PowerPoint of 2021-2022 Committee Goals Review.

Ms. Pham noted Goal #2 was achieved, will work with colleges to collect data for goals finished as of June 2022, will start working with colleges on data and feedback.

Mr. Voelcker spoke to there being no numerical goals, on ability to determine whether goals have been met-something to think about for next strategic master plan. We have the measurement but what is the threshold?

Dr. Hubbard spoke to attending recent statewide meeting and guarantee from Chancellor's office that Guided Pathways and Vision for Success initiatives will continue to be part of Governor's roadmap.

Dr. Lamb raised concern on duplicative reporting between POE, DEMW and D-GPS (Districtwide Guided Pathway Subcommittee) - to be coordinated but not duplicating efforts.

*Matthew Beyersdof joined at this time.*

Mr. Rutan spoke to district governance structure has not been evaluated since put in place, same committees and same reporting structure. Workgroups have emerged (DEMW, D-GPS), but how they fit in to the overall structure has not been discussed.

Dr. Lamb noted if we have the right committees and structures in place to support the goals and initiatives of the district/colleges? That is the job of POE.

More clarity is needed on who is responsible for what and is it a district responsibility or colleges? Need to be in agreeance on what district responsibility is and what are colleges?

Agenda item V. a. and b. will be on agenda for next meeting.

It was suggested to do a meta-analysis of committee structure. Functions Map can be a resource doc to that conversation.

Item VII moved up on agenda so Mr. Clacken can report.

Mr. Vargas noted interest in assessing replication of efforts across district and colleges.

Dr. Davis reported on her previous action items of securing meetings with VP's.

## VI. PLANNING AT THE COLLEGES - Information

a. Santiago Canyon College

i. Planning Update

Mr. Voelcker reported on IEPI PRT visits on Oct. 6, Nov. 18 site visits, finalizing Treatment on Areas of Focus.

ii. Enrollment Update

Mr. Vargas reported on current enrollment; growth of 3%. **Shared screen** of RG0542 fall credit report. **Shared screen** of Academic Affairs – FTES Targets by Division for 2022-2023. InReach Center has been very successful in reaching students that have dropped classes to enroll in 14week classes.

Thanked Mr. Voelcker, Ms. Pham and Mr. Tyler Nguyen for work done to produce report. **Mr. Pham** will send Dr. Lamb link of report created, previously shared at DEMW.

b. Santa Ana College

i. Planning Update

Dr. Lamb reported on equity plan/strategic development process, new equity coordinator, IEPI PRT in place at SAC. New initiative is administrator program reviews, finally done with Nuventive Improve-program review to be done through portal.

ii. Enrollment Update

Dr. Lamb **shared screen** of RG0542 fall report; increase of headcount-more students taking more courses-up in FTES over headcount.

**Shared screen** of SAC FTES Multiyear Target spreadsheet for 2022-2023. F2F short term courses doing great.

Dr. Hubbard reported on qualitative data: high number of students on campus, 3-way finding stations, ‘open class’ booths on campus and continuing outreach of calls to students.

Dr. Kennedy reported on summer final numbers, largest summer at SAC so far. **Shared screen** of RG0542 report, shifts in fall courses in person for fall. Looking at adding 1,100 inmate students.

**VII. ITS SECURITY UPDATE – Information** Dane Clacken, ITS Director of Technology and Infrastructure

Mr. Clacken reported on international remote portal requests. To mitigate cyber issues ITS was noting from early pandemic, ITS implemented a country code restriction to block ability for users to access remote portal and web mail resources from locations outside U.S. Moving forward, all with current remote access who wish to access internationally will submit request from ITS. Request need to be made 2 weeks in advance of travel and include; 1. Dates of travel 2. Countries visiting.

Any request of 6months or longer will be reviewed on case by case basis.

ITS working on implementation of Multifactor Authentication-more secure method for log in process and would assist with doing away with country code restrictions.

Members thanked Mr. Clacken for systems improvement.

Dr. Davis moved conversation back to V. b.

**VIII. \*GRANT DEVELOPMENT SCHEDULE – Information**

Dr. Davis shared screen of grant schedule, reported on recent grants awarded.

**IX. DISTRICTWIDE ENROLLMENT MANAGEMENT WORKGROUP MEETING - Information**

a. Next meeting scheduled for August 25, 2022

**X. OTHER**

Next committee meeting scheduled for Wednesday, September 21, 2022.

Dr. Davis adjourned the meeting at 4:51pm.

*\*attachment provided*

Approved: October 26, 2022