



**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 23, 2023 3:30pm-5:00pm virtual by zoom**

Present: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Jason Sparks • Christopher Sweeten • Aaron Voelcker  
Guests: Iris Ingram, Andrew Lim, Dr. Daniel Martinez, Linda Melendez, Christina Morones, Dr. Annabelle Nery Patricia Duenez present as record keeper.

Ms. Santoyo called the meeting to order at 3:33pm.

**I. WELCOME & INTRODUCTIONS**

New members present: Tara Kubicka Miller, Dr. Jason Parks and Jason Sweeten.

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

a. June 28, 2023 regular meeting

Members shared action items were completed.

Vice Chancellor Ingram requested minutes section VII. a. be updated to reflect that internal scan, along with campuses, encompass all aspects of district.

Mr. Rutan shared he and Vice Chancellor Perez are scheduling to meet related to Governance Committee Memberships.

Importance made that membership include linkage between Planning and Resource Allocation.

It was moved by Dr. Kennedy; seconded by Mr. Rutan and carried with abstentions by Ms. Coyne, Dr. Hubbard, Ms. Kubicka-Miller, Ms. Pleitez, and Dr. Parks for approval of June 28, 2023, meeting minutes.

**III. DISTRICT COUNCIL UPDATE – Information**

a. Update from July 10, 2023, meeting

Ms. Coyne reported on district council and approval of adopted budget assumptions.

b. Next meeting August 28, 2023

**IV. UPDATE TO RSCGD COMPREHENSIVE MASTER PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Information**

Ms. Pham provided update of scope of work and recommendations made from the consulting firm that review various planning processes. One recommendation made is district should integrate and align all master plans and that the district office should also have operational plan depicting how it supports the colleges. Goal for RFP is to have a districtwide comprehensive master plan, SAC and SCC educational master plans, and a district office operational plan. Each plan tailored to unique entity but working in collaboration with each other toward a common goal of serving students.

Ms. Melendez shared process and tentative timeline for RFP.

Ms. Santoyo confirmed report of 1<sup>st</sup> round/interviews along with draft of RFP will be shared with members as requested.

**POE COMMITTEE MEMBERS:**

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Sparks • Christopher Sweeten • Aaron Voelcker

Importance and urgency made to planning process and how it affects college accreditation.  
Vice Chancellor Ingram and Ms. Melendez shared process and threshold of RFP.  
Dr. Nery spoke to difference of RFP vs. professional services agreement.

**V. PLANNING - Information**

**a. District Office**

**i. I&EP Update**

Ms. Santoyo spoke to 4 components of project, completed items so far, meeting scheduled on Thursday, August 31, 2023 and timeline.

Ms. Santoyo to share I&EP report with members as requested.

**b. Santiago Canyon College**

**i. Planning Update**

Mr. Voelcker reported on planning related to initiatives, just finished comprehensive program review, and launch of annual planning template launched in eLumen.

**ii. Enrollment Update**

Mr. Parks reported approximately 1.7% ahead of last year, focus on second 8-week courses with goal to make up differences.

**c. Santa Ana College**

**i. Planning Update**

Dr. Lamb reported on Planning Summit taking place in October, Dr. Martinez taking more lead on planning efforts, work on updates to enrollment management plan and ed master plan and extension requested on IEPI grant.

**ii. Enrollment Update**

Dr. Lamb reported up in headcount, sections, turning to late start courses to maximize.

Dr. Kennedy reported for noncredit; increases to unduplicated headcount, on track to exceed targets.

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

**a. New Resource Development Initiatives**

Ms. Santoyo reported on Grant Schedule and provided updates from schedule shared in agenda.

**VII. OTHER**

Next meeting scheduled for Wednesday, September 27, 2023.

Ms. Santoyo adjourned meeting at 4:15 pm.

*Approved: 10/25/23*