



## PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

### MINUTES

Wednesday, February 22, 2017 3:30pm-5:00pm  
District Office, Decision Room 340

#### I. WELCOME & INTRODUCTION

Mr. Enrique Perez called meeting to order at 3:35pm.

**Members Present:**

Michael DeCarbo, Claudia Figueroa, Dr. Marilyn Flores, Dr. Bonita Jaros, David Jiménez, Enrique Perez, Nga Pham, Craig Rutan, Mark Smith & Aaron Voelcker

**Staff in Attendance:** Patricia Duenez

**Not Present:** Carlos Lopez, Connie Ramos, Kristen Robinson and John Zarske

#### II. PUBLIC/COMMITTEE MEMBER COMMENTS

Mr. Perez introduced new committee member, David Jimenez, the SCC ASG representative.

#### III. MINUTES FOR REVIEW AND APPROVAL – NOVEMBER 30, 2016

It was moved by Dr. Jaros, seconded by Mr. Smith and carried to approve the November 30, 2016 minutes. Abstentions were made by Mr. DeCarbo and Mr. Rutan as they were not present for the November 30<sup>th</sup> meeting. Quorum was not sufficient with the abstentions. Minutes were tabled to be approved at the next meeting. (see **Item X Other for approval of minutes with quorum**)

#### IV. REPORT FROM DISTRICT COUNCIL – JANUARY 30, 2017

Dr. Jaros reported that the Strategic Technology plan was approved, shared news on the Governance Summit and the Strategic Planning Meeting. Mid-year goal updates from all committees are being sent to Debra Gerard. Ms. Duenez will send POE's mid-year goals to Debra Gerard as well as remind the other committees to send their mid-year goals to Debra as well.

*(Ms. Figueroa arrived at this time)*

#### V. FOLLOW-UP OF THE FEBRUARY 7, 2017 RSCCD PARTICIPATORY GOVERNANCE SUMMIT

Discussion ensued over feedback heard from the Summit; the gallery walk being a good idea and the Strategic Planning Goals were a little long to sit through. Discussion continued over the manual, revisions and timeline, comments regarding the district and colleges committees and the non-integration of committees, resources for the needs at the college level, college planning, district planning, the communication between the committees and communication to District Council. Mr. DeCarbo suggested the instructional calendar be added as a second addendum to the Planning Design Manual. A workshop to review the manual, particularly planning and resource allocation as well as committee membership and responsibilities, was suggested for fall 2017. August 22, 2017 date was agreed on. Mr. Perez will connect with the committees prior to August 22<sup>nd</sup> so that they have time to review their roles and responsibilities.

**POE COMMITTEE MEMBERS:**

Michael DeCarbo • Claudia Figueroa • Dr. Marilyn Flores • Dr. Bonita Jaros • Carlos Lopez • Enrique Perez • Nga Pham • Connie Ramos  
Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

**VI. STRATEGIC PLAN UPDATES TO BOARD OF TRUSTEES – FEBRUARY 27, 2017**

Mr. Perez gave an update on the presentation for the February 27 Board meeting. Mr. Perez and Ms. Pham will be speaking on the district planning process and will introduce the 2016-19 Strategic Plan. Dr. Jaros and Mr. Voelcker will speak about the overall college planning processes at SAC and SCC respectively. The college Presidents will provide an update on their planning and strategies for enrollment management. The suggestion was made to compress the slides and information. The suggestion was also made to point out at the Board meeting that despite data showing residents moving out of the surrounding area, along with other factors, that enrollment at the colleges is still good. Discussion ensued on the logistics and strategies for the colleges' presentations.

**VII. POE GOALS FOR 2016-2017 MID-YEAR PROGRESS REPORT UPDATE (HANDOUT)**

The mid-year evaluation of POE goals were reviewed. It was moved by Mr. Rutan, seconded by Ms. Pham and carried unanimously to approve the mid-year evaluation POE Goals for 2016-2017. Ms. Duenez will forward these to Debra Gerard to include at the following District Council meeting.

**VIII. UPDATES AT THE COLLEGES**

- a. Santiago Canyon College - Mr. Voelcker reported that the Educational Master Plan Committee will be meeting soon, reported on resource allocation and that they have 87 resource requests so far this year.
- b. Santa Ana College - Dr. Jaros reported that there are three (3) college council retreats planned thus far where one of their goals is to review their mission statements and that they are to include more people other than college council.

**IX. GRANT DEVELOPMENT SCHEDULE (INFORMATION)**

Mr. Perez presented the Grant Schedule. No questions were raised. Discussion were made over the different grants listed.

**X. OTHER**

**Returning to item III, approval of the November 30, 2016 minutes.** Quorum was now reached with Ms. Figueroa present. It was moved by Ms. Pham, seconded by Mr. Smith and carried to approve the November 30, 2016 minutes. Abstentions made by Mr. DeCarbo and Mr. Rutan as they were not present at the November 30<sup>th</sup> meeting.

Ms. Pham reported that Ms. Ramos had accepted a position with another district and that POE would need a new CSEA representative.

**NEXT MEETING: March 22, 2017**

Mr. Perez adjourned the meeting at 4:59pm