



# INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

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Meeting Minutes – January 26, 2023, 10:00 a.m.  
Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

## I. Call to Order

N. Ornelas called the meeting to order at 10:02 a.m.

## II. Roll Call and Quorum

H. Ford recorded roll call and determined quorum was met.

## III. Approval of Minutes 12-08-2022

K. Wurtz moved to approve the minutes from 12-08-2022. Byron Williams seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Sosa, Oxendine, Brown, Humble, Harris, Simpson, Horton

ABSTENTIONS: K. Wurtz,

## IV. EMP Update

K. Wurtz reported CHC committee drafted the key results.

R. Hamdy reported SBVC has completed the EMP and awaiting CBT's final report.

## V. DSO Support Plan Update

C. Crew reported the DSO will do similar work as the EMPs. The DSO will support both EMPs. The timeline is to have completion by June 2023.

## VI. Districtwide Enrollment Management Subcommittee Update

N. Ornelas reported the first meeting will be February 6, 2023 at 2:00 p.m. The district was notified to attend the meeting and provided the Zoom link. N. Ornelas clarified that the campus committees will be invited to attend as well. This will close the gap.

K. Wurtz motioned to add each campus enrollment management committees co-chair a seat on the committee. D. Burns-Peters seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Sosa, Oxendine, Brown, Humble, Harris, Simpson, Horton

ABSTENTIONS: none

**VII. Strategic Plan Progress Update**

C. Crew reported on the monthly update pertaining to each goal. In addition, he shared the midyear report that was shared at the Board of Trustees' Retreat. The monthly board books contain the monthly updates.

**VIII. DEIA Definition Memo**

N. Ornelas reviewed the memo. In the fall, IEAC approved BP 3225 and the addition of diversity, equity, and inclusion.

R. Hamdy recommended correcting the name of District DEIAC to District HR DEIAC. Use "adopt" using the current statewide resources. (statewide EEO definition book).

C. Crew moved to approve the memo with noted changes above. K. Wurtz seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Sosa, Oxendine, Brown, Humble, Harris, Simpson, Horton

ABSTENTIONS: none

**IX. DSO Planning & Program Review Subcommittee Update**

C. Crew reported that the DSOPPRS is working to restructure the process based on SBVC and CHC's processes. The EMPs and Support Plan will be integrated into the program review process.

**X. Academic Calendar Subcommittee Update**

C. Crew reported Juneteenth is added, and there will be a formal collegial consult process as an informational item. DSO is working on updating the board policy. C. Crew reported there will be a formal announcement of this implementation. D. Burns Peters recommended tying the announcement and connecting it to the mission, vision, values, etc. The Board of Trustees will have to approve the BP and the revised academic calendar.

**XI. Approve the IEAC Charge and Goals (final read)**

N. Ornelas reviewed the revisions. K. Wurtz recommended revising goal five to *Modify the committee evaluation survey to assess the effectiveness of SBCCD's governance structure and make a recommendation for the upcoming cycle.*

R. Hamdy moved to approve the IEAC charge and goals with the above-noted revision. K. Wurtz seconded the motion.

AYES: Unanimous present

NOES: None

ABSENT: Sosa, Oxendine, Brown, Humble, Harris, Simpson, Horton

ABSTENTIONS: none

**XII. Future Meeting Agenda Items**

- Next meeting to review evaluation and send out in April.
- Update on the Common Application.

**XIII. Next Meeting**

Thursday, February 23, 2023, at 10:00 a.m.

Via Zoom: <https://cccconfer.zoom.us/j/91201139260>

**IX. Adjournment**

The meeting adjourned at 10:45 a.m.

Final meeting minutes approved by IEAC \_\_\_\_\_, 2023

Heather Ford, Executive Assistant  
SBCCD, Office of the Chancellor

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