



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

MINUTES

Wednesday, April 23, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:33 pm.

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Tara Kubicka-Miller • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

Guests: Dr. Jeannie Kim and Chi-Chung Keung

Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – Action

a. March 26, 2025, regular meeting

It was moved by Ms. Coyne; seconded by Ms. Kubicka-Miller and carried with abstentions from Mr. Beyersdorf and Ms. Pleitez to approve the March 26, 2025, minutes.

III. DISTRICT COUNCIL - Information

a. Previous meeting: Monday, April 21, 2025

b. Next meeting: Monday, May 5, 2025

IV. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL - SECOND READING - DISCUSSION

Mr. Perez reported on changes to manual and edits received from members. A third reading is scheduled for May 28, 2025, meeting and vote at the June 25, 2025 meeting. Discussion ensued and questions were answered on the material presented.

Ms. Pham will provide Ms. Duenez the Rubric referenced to in manual to send to committee members. *Claire by Chat: It should also be included in the Manual/Planning Guide. Who created the rubric and when? Should it be reviewed?*

Mr. Perez reiterated importance of planning driving the budget. District Services & Operations (DSO) Resource Allocation Requests (RARs) brought to POE in October to get ahead of college budgeting. Bringing DSO RARs to college council is to provide information and to allow for Q&A. The expectation for POE representatives is for them to report back to their constituents with information. The process is meant to align with colleges budget cycles and considering the May Governor's Revise. October's budget may look different by May.

Ms. Pham will ensure forms referenced in manual are correct forms.

Members were encouraged to forward Ms. Duenez suggested edits to Planning Manual with a copy to himself and Ms. Coyne.

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Tara Kubicka-Miller • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

V. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VI. OTHER

The next meeting will be held on Wednesday, May 28, 2025.

Ms. Duenez will forward Ms. Coyne and Ms. Kubicka-Miller information to the April 24, 2025 Board Institutional Effectiveness Committee (BIEC) meeting.

Mr. Perez reported the BP/AR process to be on agenda at a future meeting.

Mr. Perez called the meeting adjourned at 4:30 pm.

Minutes approved: May 28, 2025.

**attachment provided*