



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

MINUTES

Wednesday, May 28, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:39 pm.

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

Guests: Iris, Ingram, Dr. Jeannie Kim and Chi-Chung Keung, Jesse Gonzalez, Joe Melendez, Dr. Annebelle Nery, Kristin Olson, and Dave Waters.

Patricia Duenez present as record keeper.

Mr. Perez reported on correction to agenda; **item IV. is for DISCUSSION and not ACTION.** Resource Allocation Requests scheduled for a vote at the June POE Committee meeting.

II. *APPROVAL OF MINUTES – ACTION

a. April 23, 2025, regular meeting

It was moved by Mr. Rutan; seconded by Mr. Beyersdorf and by roll call vote, to approve the April 23, 2025, minutes. Dr. Park and Ms. Kubicka-Miller were not present for the vote.

III. DISTRICT COUNCIL - Information

a. Previous meeting: Monday, May 5, 2025

b. Next meeting: Monday, June 2, 2025

IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – DISCUSSION

a. *Business Services

1. Administrative Clerk

2. Facility Planning Specialist

Vice Chancellor Ingram spoke to need of Administrative Clerk and Facility Planning Specialist.

3. & 4. District Safety Officers, Senior Armed (2)

Chief Dave Waters spoke to need of Senior Armed District Safety Officers

Dr. Nery shared there was unanimous support for Safety Officer positions at college council with budgeting to cover cost of positions.

b. *Educational Services

1. Public Affairs/Publications: 1. Communications Specialist

Chief Communications Officer, Chi-Chung Keung spoke to need of position.

2. ITS: 1. Technical Specialist I 2. Applications Specialist IV 3. Helpdesk Analyst 4. ITS Technical Supervisor

Asst. Vice Chancellor of ITS, Jesse Gonzalez spoke to need of positions within ITS.

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

c. *Human Resources

1. Director, Human Resources 2. Principal Human Resources Analyst
Vice Chancellor of Human Resources, Kristin Olson spoke to need of positions within HR.

V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL-THIRD READING – DISCUSSION

Mr. Perez reported on proposed changes received so far. Discussion ensued and clarification was provided on information presented.

The June 11, 2025, DEADLINE was provided for final redlined proposed changes. Redlined proposed changes are to be sent to Ms. Duenez with a copy to Mr. Perez, Ms. Coyne and Ms. Pham. Ms. Duenez will resend members the Rubric file sent after the April 23, 2025, meeting. Student Representative Litzzy Chevez confirmed her attendance to the June POE Committee meeting.

VI. *2025-2026 MEETING SCHEDULE - ACTION

It was moved by Ms. Kubicka-Miller; seconded by Ms. Coyne. Discussion ensued.

Amendment made to remove the January meeting from the schedule due to January being off contract for faculty and students are not in session. By roll call vote, the amended 2025-2026 meeting schedule was approved.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VIII. OTHER

Student Representative Omar Hernandez thanked other student representative and committee members to their service and dedication to committee as this is his last POE Committee meeting.

Mr. Perez reminded members of the June 11 deadline for suggested revisions to the Planning Design Manual.

Next meeting will be held on Wednesday, June 25, 2025.

Meeting adjourned at 4:40 pm.

Minutes approved June 25, 2025.

**attachment provided*