



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

MINUTES

Wednesday, June 25, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

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

Members present: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

Guests: Iris, Ingram, Chief Mike Jensen, 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.

II. *APPROVAL OF MINUTES – ACTION

a. May 28, 2025, regular meeting

It was moved by Mr. O'Connor; seconded by Ms. Pham with abstention from Ms. Hoang, to approve the May 28, 2025, minutes.

III. DISTRICT COUNCIL - Information

a. Previous meeting: Monday, June 2, 2025

b. Next meeting: Monday, July 21, 2025

IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – ACTION

Ms. Kubicka-Miller and Dr. Jason Parks arrived at this time.

a. *Business Services

1. District Safety Officers, Senior Armed (1)

It was moved by Ms. Pham; seconded by Mr. O'Connor to approve the District Safety Officer, Senior Armed position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

b. *Educational Services

1. Applications Specialist IV

It was moved by Ms. Pham; seconded by Ms. Coyne to approve the Applications Specialist IV position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

POE COMMITTEE MEMBERS:

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

c. *Human Resources

1. Principal Human Resources Analyst

It was moved by Ms. Coyne; seconded by Ms. Pham to approve the Principal Human Resources Analyst position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL - FINAL READING – ACTION

Mr. Perez reported on item V. Due to further changes needed, item V is being moved to the August 27, 2025, meeting agenda as an action item. No action was taken.

VI. *UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – DISCUSSION / ACTION

Mr. Perez reported on updates to BP/AR process. Discussion ensued; recommendations made to language and typos were identified.

It was suggested an annual or 'Review Cycle' of the BP/AR Process be done, even if no changes are needed, as part of the roles and responsibilities of Governance Committees and that constituent groups affected by BP/AR's be consulted in some way.

Mr. Perez will connect with Ms. Coyne on suggested revisions and will connect with Dr. Nery and VC Ingram thereafter.

Item VI will be placed on the August 27, 2025, meeting agenda as an action item. No action was taken.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VIII. OTHER

Ms. Claire thanked and wished SAC student representative Ms. Chevez well, as this is her last POE Committee meeting. Other POE Committee members also wished her well on her transfer to a Cal State University.

Ms. Lopez reported she will attend the August meeting as interim SCC student representative, and a permanent representative will be identified by September.

Next meeting: The next meeting will be held on Wednesday, August 27, 2025. No meeting will be held in July.

Meeting adjourned at 4:11 pm.

Minutes approved: August 27, 2025

**attachment provided*