



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

Draft Minutes

Wednesday, September 24, 2025, 3:30 pm – 5:00 pm

<https://rscdd-edu.zoom.us/j/88439883333> OR dial 1-669-444-9171 / 884 3988 3333#

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:37 pm.

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

Guests: Iris Ingram, Dr. Annebelle Nery
Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – ACTION

a. August 27, 2025, regular meeting

It was moved by Mr. Parks; second by Ms. Kubicka-Miller with abstention from Ms. Pleitez to approve the August 27, 2025, meeting minutes.

III. DISTRICT COUNCIL - Information

a. Next meeting: Monday, October 6, 2025

IV. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL – ACTION

It was moved by Ms. Coyne; second by Dr. Parks to approve the proposed changes to the Planning Design Manual.

Ms. Pham shared screen of the RSCCD Tentative Budget Calendar for the 2026-2027 FY and shared the Flowchart; alignment is needed.

Ms. Kubicka-Miller spoke to Appendix 5 Flowchart Vs pages 17-19 of the manual need to align. Process in pages 17-19 of whom does what is correct.

Ms. Pham will review pages 17-19 to ensure the months in which actions take place align with what is stated in the Flowchart and with the budget tentative calendar.

Mr. O'Connor spoke to the Rubric and legally mandated positions not applicable to a point system.

Mr. Rutan clarified the Rubric originated from SCC.

Ms. Ingram spoke to the possible need for a separate processor category to look to requirements that are legal mandates and how to address them.

Ms. Pham will note the column with one-time or ongoing as 'informational'.

A Taskforce was suggested to update and clarify the Rubric with initial members of Ms. Pham, Ms. Ingram and Ms. Kubicka-Miller. Ms. Pham is taking the lead in this effort.

Updated revisions to the Planning Manual will be brought back at next meeting. No action was taken.

POE COMMITTEE MEMBERS:

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

V. *UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – DISCUSSION

Mr. Perez presented process. Discussion ensued. It was decided to form a Taskforce for workgroup to take deeper dive into the process and bring back a recommendation to POE. Initial Taskforce group includes Ms. Coyne, Mr. O'Connor, Ms. Pleitez and Ms. Kubicka-Miller. Ms. Coyne is taking the lead in this effort.

VI. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VII. OTHER

The next meeting is scheduled for Wednesday, October 22, 2025, at 3:30 pm.

Meeting adjourned at 4:48 pm.

Minutes approved: October 22, 2025