



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

MINUTES

Wednesday, October 22, 2025, 3:30 pm – 5:00 pm virtual by zoom

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:34 pm.

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

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

II. *APPROVAL OF MINUTES – ACTION

a. September 24, 2025, regular meeting

It was moved by Mr. Beyersdorf; seconded by Ms. Kubicka-Miller to approve September 24, 2025, minutes. The motion passed.

III. DISTRICT COUNCIL - Information

a. October 6, 2025, meeting: cancelled

b. Next meeting: Monday, November 3, 2025

Mr. Perez reported on next meeting scheduled for District Council.

IV. UPDATE TO RUBRIC FOR PLANNING DESIGN MANUAL – Information

Ms. Pham shared screen and reported on the updated Flowchart, Appendix 5 for the Planning Manual. Related to the Rubric, the Rubric Taskforce (Ms. Pham, Mr. O'Connor, Ms. Coyne) agreed it would be applicable for the Vice Chancellors to prioritize the Resource Allocation Requests. Vice Chancellor Ingram shared the three-vice chancellors could convene either within Chancellor's Cabinet or outside of Cabinet to come up with criteria and ranking need and importance.

Conversation ensued and feedback was provided on the Flowchart.

Ms. Pham will update the Planning Manual with updates including updates for the Flowchart; the Rubric will be removed from the Planning Manual. The DSO Planning Portfolio's cycle starts again in January. The November POE will include the Planning Manual as an action item.

V. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – Discussion

Ms. Coyne reported the BP/AR Taskforce is in the process of scheduling a meeting. Taskforce members include Ms. Coyne, Mr. Rutan, Mr. O'Connor, Ms. Pleitez and 2 student representatives.

VI. *REVIEW OF COMMITTEE ROLES AND RESPONSIBILITIES AND 2024-26 GOALS – Discussion

Ms. Pham shared screen and reported on POE's responsibilities and membership from the Planning Manual. Discussion ensued and feedback was provided along with revisions.

Ms. Pham will update file to include in the Planning Manual.

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

Ms. Duenez will share the file Educational Comprehensive Plans Implementation Timeline with the committee. The Timeline shows quarterly reporting by VC of Educational Services to Chancellor's Cabinet, as provided by the colleges/DSO leads.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Mr. Perez reported on the grant schedule and shared updates on federal grants, communication with the White House, and earmarks that have moved to a 2nd phase. **Mr. Perez** will share updates to POE as progress develops.

VIII. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – TIMELINE & QUARTERLY REPORT OUT - Information

a. June 19, 2025, Deadline: Updates from College/DSO leads (Chancellor's Cabinet Report Out June 23, 2025, by VC Perez)

b. October 23, 2025, Deadline: Updates from College/DSO leads (Chancellor's Cabinet Report Out October 27, 2025, by VC Perez)

Ms. Pham shared Mr. Perez has a report out to Chancellor's Cabinet scheduled for Monday.

Ms. Duenez will forward the outline with POE.

Mr. Perez tasked himself to reach out to Asst. VC Gonzalez on NUventive and the possibility of combining the 2 accounts of the colleges into one district account and add DSO to the account.

IX. OTHER




Mr. Perez reported the DSO 2025-26 Resource Allocation Requests will be on the November agenda. Positions on the agenda will be those that did not move forward from last cycle of requests.

Ms. Pham will work with Research colleagues at the campuses related to the IRB Institutional Review Board and process.

Mr. O'Connor in CHAT: IRB stands for Institutional Review Board.

It's a committee established by institutions (like colleges, universities, hospitals, or research organizations) to **review, approve, and monitor research involving human participants.**

Here's a breakdown of what it does:

-  **Purpose:** To protect the rights, welfare, and privacy of human subjects participating in research.
-  **Responsibilities:**
 - Review research proposals before the study begins.
 - Ensure that risks to participants are minimized and reasonable.
 - Confirm that informed consent is properly obtained.
 - Monitor ongoing studies for compliance and safety.
-  **Authority:** The IRB can approve, require modifications, or disapprove research projects that involve humans.

Next meeting: The next meeting will be held on Wednesday, November 19, 2025 at 3:30 pm. -virtual by Zoom

Meeting adjourned at 4:27 pm.

Minutes approved: November 19, 2025

**attachment provided*