



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

**Minutes**

**Wednesday, November 19, 2025, 3:30 pm – 5:00 pm**

**I. CALL TO ORDER**

Mr. Perez called the meeting to at 3:36 pm.

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Phillip Hughes • Tara Kubicka-Miller • Adam O'Connor • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

Guests: Jesse Gonzalez, Iris Ingram, Dr. Annebelle Nery, and Kristin Olson

**II. \*APPROVAL OF MINUTES – ACTION**

a. October 22, 2025, regular meeting

It was moved by Ms. Kubicka-Miller. Beyersdorf; seconded by Ms. Pham with abstention from Mr. Hughes, to approve the October 22, 2025, minutes. The motion passed.

**III. DISTRICT COUNCIL - Information**

a. *Last meeting: Monday, November 3, 2025 (cancelled)*

b. Next meeting: Monday, December 1, 2025

**IV. \*PROPOSED CHANGES TO PLANNING DESIGN MANUAL – ACTION**

It was moved by Ms. Pham; seconded by Ms. Coyne to approve the proposed changes to the Planning Design Manual. Discussion ensued.

The motion passed with a friendly amendment to update language to Resource Allocation section, bullet 2. “Chancellor’s Cabinet prioritizes recommendations” with the following aye: Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Phillip Hughes • Tara Kubicka-Miller • Adam O'Connor • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

**V. \*DSO REQUESTS FOR RESOURCE ALLOCATIONS (RARs) 2025-2026 – Information / Discussion**

a. Business Services: 1) District Safety Officer, Senior Armed

VC Ingram reported on resource request and provided clarity on information shared. The Planning Portfolio file is being finalized, will be added to the request.

b. Educational Services: 1) Public Affairs/Publications-Communications Specialist

Mr. Perez reported he is removing the Communications request from 2025-26 resource requests; plan is to bring the position back at a different date.

b. 2) ITS-Technical Specialist, 3) ITS-Helpdesk Analyst, 4) ITS-Technical Supervisor

Mr. Gonzalez reported on resource requests; clarity was provided on information shared.

**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

- a. Human Resources: 1) Director  
VC Olson reported on the resource request; clarity was provided on information shared.

**Next steps.** Business Services and Human Resources requests will be brought back and placed on POE's December agenda with Planning Portfolio and Resource Request forms.  
Deadline: requests for Resources need to be to Asst. VC O'Connor **by the January 10, 2026, deadline to be included in the tentative budget.**

**Ms. Pham** will forward RAR's to Asst. VC O'Connor by the January 10, 2026, deadline.  
The colleges can provide feedback on RAR's.

**Mr. Perez** will bring RAR's to Chancellor's Cabinet at a meeting in February to prioritize requests.

**VI. UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS –  
Information / Discussion**

Ms. Coyne provided updates from meeting with the Taskforce and shared screen of flowchart file created related to the BP/AR process. Discussion ensued and clarity was provided on information shared. Importance was made on the need for transparency to the process and providing guidance on where the request for a recommendation starts. Ms. Coyne made note of the request for recommendations also include: 1. Updates from CCLC/State Chancellor's guidance and 2. Brought forward by business owner/cabinet member. Ms. Coyne will seek more input from the Taskforce and will report back to POE.

**VII. \*GRANT DEVELOPMENT SCHEDULE – Information**

- a. New Resource Development Initiatives

**VIII. OTHER**

Next meeting is scheduled for Wednesday, December 17, 2025, at 3:30 pm.

Meeting adjourned at 4:45 pm.

Minutes approved: December 17, 2025

*\*attachment provided*