



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

MINUTES

Wednesday, December 17, 2025, 3:30 pm – 5:00 pm Virtual

I. CALL TO ORDER

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

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Claire Coyne • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

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

II. *APPROVAL OF MINUTES – ACTION

a. November 19, 2025, regular meeting

It was moved by Dr. Parks; seconded by Mr. O'Connor to approve November 19, 2025, minutes. The motion passed. *Mr. Beyersdorf arrived after the vote.*

III. DISTRICT COUNCIL - Information

a. Last meeting: Monday, December 1, 2025

b. Next meeting: Monday, January 26, 2026

Mr. Perez reported on District Council.

IV. *PLANNING MANUAL – Information

Mr. Perez reported the Planning Process Manual will be placed as an action item on the agenda at the January 26, 2026, District Council meeting.

V. POE CALENDAR ALIGNMENT WITH PLANNING MANUAL – Discussion / Action

Ms. Pham will update the POE website to align with the Planning Process Manual and the FRC calendar.

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

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

b. Educational Services: 1) ITS-Technical Specialist, 2) ITS-Helpdesk Analyst, 3) ITS-Technical Supervisor

c. Human Resources: 1) Director

Mr. Perez provided reminder that DSO RAR's are due to Mr. O'Connor, preferably by January 2026, 2026 to be included in the 2026 tentative budget; revisions to RAR's as needed can still be made after January 10, 2026.

VC Ingram reported that a spending plan is provided to the board of trustees by June; for ongoing costs she should have an estimate by February 2026.

POE COMMITTEE MEMBERS:

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

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

Ms. Coyne reported that a meeting on the BP/AR regulation process effort is being scheduled for February 2026. Ms. Coyne shared screen of the spreadsheet showing progress the BP/AR taskforce has made and current work being done.

VIII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

IX. OTHER

Next meeting is scheduled for Wednesday, February 25, 2026.

Meeting adjourned at 4:08 pm.

Minutes approved February 25, 2026.

**attachment provided*