



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 25, 2023 3:30pm-5:00pm – Virtual by Zoom

Present: Matthew Beyersdorf • Claire Coyne • Dr. Maria Dela Cruz for Dr. Vaniethia Hubbard • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

Guests: Dr. Annebelle Nery, Dr. Daniel Martinez, Nancy Tanner, Adam O'Connor, Dr. Sally Montemayor Lenz, Debra Gerard, Dr. Chi-Chung Keung, Alistair Winter, and Carri Matsumoto

Guests: Representatives from Collaborative Brain Trust (CBT) – Dr. Nicki Harrington, Dona Boatright, Cindy Griffith, Lori Bennett, and KC Greaney
Patricia Duenez present as record keeper.

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

I. WELCOME

Mr. Perez provided welcome remarks.

II. *APPROVAL OF MINUTES – Action

a. August 23, 2023, regular meeting

It was moved by Ms. Coyne; seconded by Mr. Rutan and carried unanimously to approve the August 23, 2023, regular meeting minutes.

III. DISTRICT COUNCIL UPDATE – Information

a. Update from August 28, 2023, meeting

b. Update from October 2, 2023, meeting

c. Next meeting November 6, 2023

Questions were raised and answered related to AR's and review process.

Mr. Beyersdorf joined at this time.

IV. KICKOFF PRESENTATION OF RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Information

Dr. Harrington introduced Collaborative Brain Trust team working on plans and shared screen of project timeline.

Dr. Jason Parks joined at this time.

Ms. Greaney shared screen of Comprehensive Master Plan and provided overview.

Dr. Vaniethia Hubbard joined at this time.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

V. *REVIEW REQUESTS FOR RESOURCE ALLOCATION – Discussion / Action

a. *Educational Services – ITS – Two (2) Positions

1. Enterprise Applications Manager

Mr. Gonzalez provided overview of positions.

It was moved by Mr. Rutan; seconded by Mr. Beyersdorf and carried unanimously to approve the Enterprise Applications Manager positions.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. PT Media Systems Electronic Technician

It was moved by Mr. Voelcker; seconded by Ms. Kubicka-Miller and carried unanimously to approve PT Media Systems Electronic Technician.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

b. *Business Services – Two (2) Positions

1. Facilities Planning: Energy/Sustainability Manager

Ms. Matsumoto spoke to position. Questions were raised and answered.

It was moved by Ms. Coyne; seconded by Mr. Beyersdorf and carried with abstentions from Ms. Coyne, Ms. Pleitez and Ms. Robinson, to approve the Energy/Sustainability Manager position.

Aye: Matthew Beyersdorf • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. Fiscal Services/Payroll: Sr. Payroll Specialist

Ms. Tanner provided background for need of position. Questions were raised and answered.

It was moved by Mr. Rutan; seconded by Mr. Voelcker and carried unanimously to approve Sr. Payroll Specialist position.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

c. *People & Culture – Three (3) Positions

1. Two (2) Senior People & Culture Business Partners

Mr. Winter reported on need for positions. Questions were raised and answered. It was suggested to rename positions for clarity of functions of positions.

It was moved by Dr. Hubbard; seconded by Mr. Rutan with abstentions from Mr. Beyersdorf, Ms. Coyne, and Roxana Pleitez to approve the two Senior People & Culture Business Partner positions.

Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. One (1) People & Culture Business Partner

It was moved by Ms. Pham; seconded by Ms. Coyne with abstentions from Mr. Beyersdorf, Ms. Coyne, and Ms. Robinson to approve the People & Culture Business Partner position.

Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

d. *Chancellor's Office

1. Funds for Institutional Memberships

Ms. Gerard provided background for need of funds. Questions were raised and answered.

It was moved by Mr. Rutan; seconded by Mr. Sweeten and carried unanimously to approve \$20,000 Funds for Institutional Memberships.

Ms. Kristin Robinson left meeting at this time.

Aye: Matthew Beyersdorf • Claire Coyne • Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

2. Funds for Travel/Conference Expenses

Ms. Gerard provided background for need of funds. Questions were raised and answered.

Importance made of staying within budgeted amounts; guidelines apply same to employees and board members. Request is for ongoing funds.

It was moved by Dr. Hubbard, seconded by Ms. Pham with abstentions from Mr. Beyersdorf, Ms. Coyne, and Ms. Pleitez to approve \$20,000 Funds for Travel/Conference Expenses.

Aye: Dr. Vaniethia Hubbard • Dr. Sara Butler for Dr. Jeffrey Lamb • Christine Kosko for Dr. James Kennedy • Tara Kubicka-Miller • Veronica Munoz • SCC Student Rep Dennise Rusk for Vinh Nguyen • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Dr. Jason Parks • Christopher Sweeten • Aaron Voelcker

VI. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Ms. Santoyo reviewed October schedule.

VII. OTHER

Mr. Perez reported that November's meeting will have 2024-2025 Allocation Requests. Discussion of Institutional Memberships will take place at a future meeting.

Next meeting scheduled for Wednesday, November 15, 2023.

Mr. Perez adjourned the meeting at 5:42 pm.

Approved: 11/15/23

V. a.

Mr. Gonzalez shared screen:

