



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

MINUTES

Wednesday, February 28, 2024, 3:30pm-5:00pm – virtual by zoom

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

Guests: Debra Gerard, Iris Ingram, Dr. Chi-Chung Keung, Dr. Jeannie Kim, Andrew Lim, Mary Law, Dr. Daniel Martinez, Carri Matsumoto, Linda Melendez, Dr. Annebelle Nery, Adam O'Connor, Kennethia Vega, Maria Vicecio.

Guests: Representatives from Collaborative Brain Trust (CBT) - Dr. Nicki Harrington, Cindy Griffith, KC Greaney, and Dr. Sally Montemayor Lenz.

Patricia Duenez present as record keeper.

Mr. Perez called the meeting to order at 3:33pm.

I. WELCOME

Mr. Perez provided welcoming remarks and relayed that an earlier email communicated that positions under item V. were moved to a future meeting.

II. *APPROVAL OF MINUTES – Action

a. December 6, 2023, regular meeting

It was moved by Claire Coyne; seconded by Matthew Beyersdorf and by roll call vote, to approve the December 6, 2023, minutes.

III. DISTRICT COUNCIL

a. Update to January 29, 2024, meeting

VC Ingram provided update to January 29, 2024, meeting. Two (2) AR's were approved; others postponed. Strategic Directions were also approved.

b. Next meeting: March 4, 2024

IV. RSCCD COMPREHENSIVE MASTER PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL MASTER PLANS – Updates

1. *RSCCD Strategic Directions

2. *Draft RSCCD Comprehensive Master Plan 2024 – 2032

CBT Consultant, KC Greaney shared screen and presented overview of draft RSCCD Comprehensive Master Plan and Strategic Directions.

Mr. Perez to bring back discussion on if District Operations Plan (DSO) should have a mission statement as colleges do.

Ms. Duenez will forward presentation to members.

POE COMMITTEE MEMBERS:

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

V. *2024-25 REQUESTS FOR RESOURCE ALLOCATION – Continued Discussion / Action

a. *Educational Services

1. ITS (6 positions): 1. Technical Specialist I 2. Network Specialist IV 3. Applications Specialist IV
4. Information Security Specialist 5. Helpdesk Analyst 6. Technical Supervisor
2. ITS-Software Funding: Distance Education Technology / ITS Software and Training - Mac Support/Software Technology
3. Supplemental Funding for Assistant Vice Chancellor of Educational Services

b. *Business Services

1. Facility Planning, Construction and District Support Services (2 positions): 1. Assistant Project Manager 2. Administrative Clerk
2. Purchasing Services: Replenish Postage Meter
3. District Safety & Security (2 positions): 1. Senior Clerk Dispatcher 2. Security Officer

Items V. a. and b. were removed from agenda to have further discussions with colleges. Positions will come back with resource requests at a future meeting.

VI. *PUBLIC AFFAIRS & PUBLICATIONS POSITIONS – Discussion / Information

Dr. Chi-Chung Keung shared screen and presented on role of Strategic Communications, role of Chief Communications Officer, and district's involvement with social media. Dr. Keung stressed staffing needs and presented estimated costs of four (4) positions: 2 in this budget year and 2 in next budget year. Dr. Keung is willing to hire college interns (student) if we go through the proper channels with our colleges? Request for positions will be brought to future POE meeting. Dr. Keung will be meeting with colleges on positions.

Ms. Duenez will forward presentation to members by request.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

- a. New Resource Development Initiatives
Item as informational.

VIII. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) UPDATE - Information

- a. Update to January 24, 2024, meeting
Item as informational.

IX. OTHER

Next meeting is scheduled for Wednesday, March 27, 2024, Virtual by Zoom.

**attachment provided*

Mr. Perez adjourned the meeting at 4:18 pm.

Approved: March 27, 2024