



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 13, 2024, 3:30 pm – 5:00 pm Virtual by Zoom

I. CALL TO ORDER

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

Present: Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

Guests: Jesse Gonzalez, Iris Ingram, Dr. Chi-Chung Keung, Dr. Daniel Martinez, and Adam O'Connor. Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – Action

a. August 28, 2024, regular meeting

It was moved by Ms. Kubicka-Miller, seconded by Dr. Parks, and carried with abstention from Ms. Pham, to approve the August 28, 2024, meeting minutes.

Ms. Santoyo was not present for the vote.

III. DISTRICT COUNCIL

a. Update from October 7, 2024, and November 4, 2024, meetings

b. Next meeting Monday, December 2, 2024

Mr. Perez provided brief report on District Council meetings.

Mr. Perez reported on agenda at December's POE meeting will be 'Committee Membership' and will also be looking at all districtwide governance committee memberships.

IV. *2025-26 REQUESTS FOR RESOURCE ALLOCATION – Initial Discussion

a. **Business Services**

b. ***Educational Services**

1. **ITS (4 positions):**

1. **Technical Specialist I:** Mr. Gonzalez provided initial overview of the Technical Specialist I position.

It was clarified that all ITS positions are district positions, so funding for them gets taken off the top in accordance with the Budget Allocation Model (BAM). Discussion ensued and POE members received clarification on information presented.

2. **Applications Specialist IV:** Mr. Gonzalez provided initial overview of the Applications Specialist IV position. Discussion ensued and POE members received clarification on information presented.

3. **Helpdesk Analyst:** Mr. Gonzalez provided initial overview of Helpdesk Analyst position; this position covers evening hours, answers Helpdesk phone calls and handles districtwide tickets. Most tickets get closed during evening hours. Currently there is one (1) Helpdesk Analyst for district.

POE COMMITTEE MEMBERS:

Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Omar Hernandez • Dr. Vaniethia Hubbard • Dr. James Kennedy • Tara Kubicka-Miller • Dr. Jeffrey Lamb • Veronica Munoz • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan • Sarah Santoyo • Christopher Sweeten • Aaron Voelcker

4. ITS Technical Supervisor: Mr. Gonzalez provided initial overview of the ITS Technical Supervisor position. Discussion ensued and POE members received clarification on information presented. Request made for data on ticket response time and data on closing of tickets.

Mr. Perez reported Business Services and Human Resources will share allocation requests at December's POE Committee meeting.

V. CREATION OF 2024-26 COMMITTEE GOALS – Information / Discussion

Mr. Pham reported on need for creation of 2024-26 committee goals as well to evaluate accomplishments made to 2022-23 committee goals. Ms. Pham shared her screen of draft evaluation and goals file. District and colleges recently completed goal of creating the four (4) district and college comprehensive and educational plans.

Ms. Pham to edit draft file and update 'master' to description of plans.

Ms. Pham to share older version of RSCCD Functions/Mapping of Responsibilities (FMofR) file to committee.

Mr. Perez tasked himself to work on FMofR in Educational Services to be more summary.

Mr. Perez to share redlined version of FMofR to Ms. Coyne.

Request made to share with POE members when BIEC schedules a meeting.

It was clarified that rubric included in Resource Allocation Requests includes how resource of position being requested is linked to planning portfolios and to district goals.

Importance was made ensure committee, district, college goals acknowledge DEIA and include language from Vision 2030.

It was clarified that acknowledging DEIA and include language from Vision 2030 was request from recent OC Regional Vision 2030 Convening and the colleges and district have taken to this action.

Ms. Pham to include in a schedule timeline of when FMofR is sent out, how recommendations are handled and how revisions are communicated out.

Request made for committee to look at goals annually and for goals to be made measurable.

Importance was made to how critical the FMofR document is for accreditation. Communication and clarity on roles and responsibilities document is key.

Mr. Perez to connect with Ms. Coyne; FMofR document will be brought back to POE to review.

VI. *DISTRICTWIDE PLANNING SURVEY RESULTS – Information

Ms. Pham reported on Survey Results.

VII. GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

Due to technical difficulties, Ms. Santoyo was unable to report on schedule. Mr. Perez asked members to forward questions to Ms. Santoyo.

VIII. OTHER

The next meeting will be held on Wednesday, December 18, 2024.

**attachment provided*

Mr. Perez adjourned the meeting at 4:45pm.

Approved: December 18, 2024