



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 18, 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.

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

Guests: Iris Ingram, Dr. Chi-Chung Keung, Dr. Daniel Martinez, Carrie Matsumoto, Adam O'Connor, Kristin Olson, and Dave Waters.

Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – Action

a. November 13, 2024, regular meeting

It was moved by Ms. Coyne; seconded by Ms. Kubicka-Miller and carried unanimously to approve the November 13, 2024, minutes.

Dr. Hubbard was not present for the vote.

III. DISTRICT COUNCIL - Update from Monday, December 2, 2024, meeting - Information

a. Next meeting Monday, February 3, 2025

Mr. Perez reported on the December 2, 2024, District Council meeting.

IV. *2025-26 REQUESTS FOR RESOURCE ALLOCATION – Continued Discussion / Information

a. *Business Services

1. Administrative Clerk 2. Facility Planning Specialist 3. District Safety Officers, Senior Armed (2)
Vice Chancellor Ingram, Assistant Vice Chancellor Carrie Matsumoto and Chief Dave Waters spoke to staffing needs in their areas. Discussion ensued. Questions were raised and answered, and clarity was provided on how positions support district operations and colleges.

Via chat: The Department of Justice, Community Oriented Policing Services published a document on appropriate staffing levels for campus public safety departments in 2011, which found that the actual ratio of officers to students in most universities is between 1.8 and 3 full-time equivalent officers per 1,000 students.

b. *Educational Services

1. *Public Affairs / Publications (1 position): 1. Communications Specialist

Dr. Chi-Chung Keung reported on staffing needs. Discussion ensued. Questions were raised and answered, and clarity was provided on how position supports district operations and the colleges.

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

c. Human Resources Staffing

Kristin Olson, Vice Chancellor of Human Resources, reported on staffing needs. Current request for two (2) middle management positions: 1. Director of Human Resources and 1. Principal Analyst. Discussion ensued. Questions were raised and answered, and clarity was provided on how positions support district operations and the colleges.

Mr. Perez reported on next steps and timeline. Colleges will be going through their budget cycles and prioritization process. Projected timeline for colleges is end of February/beginning of March.

V. RSCCD COMPREHENSIVE PLAN, DISTRICT SERVICES AND OPERATIONS PLAN & COLLEGE EDUCATIONAL PLANS – Implementation / Next steps

Ms. Pham reported on timeline of implementation, previously shared with Dr. Martinez and Dr. Parks.

It was suggested for college leads to provide report at next meeting.

Report due to Mr. Perez on January 23, 2025, from Colleges/DSO leads. The fall semester will include a one-year progress to the Board Institutional Effectiveness Committee (BIEC).

VI. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives
Schedule provided as informational.

VII. OTHER

The next meeting will be held on Wednesday, January 22, 2025.

Mr. Perez adjourned the meeting at 4:47 pm.

**attachment provided*

Approved: January 22, 2025