

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

MINUTES

Wednesday, September 23, 2026, 3:30 pm Virtual

Meeting recording link: Shareable link: <https://rsccd-edu.zoom.us/rec/share/hILyZoIAqBJqfr749fCQv63WmVTIDvJRn5HK9dCusYIyyIh-hHSzM4Yxav5UiwLe.A6EBYN3YYv2nymYt> Passcode: %QyMJwD8

Present: Matthew Beyersdorf, Claire Coyne, Emily Day, Tara Kubicka-Miller, Sarah Fisher for Enrique Perez, Alejandro Moreno, Nga Pham, Roxana Pleitez, Roxzel Soto Tellez, Rita Van Dyke-Kao, Aaron Voelcker, Xi Zhang. Patricia Duenez present as record keeper. Guests: Jesse Gonzalez, Iris Ingram, Kevin Kawa, Kristin Olson

The meeting began with the introduction of new member Xi Zhang, the Associate Dean of Research, Institutional Effectiveness and Planning. The committee approved the previous meeting's minutes and discussed the formation of a subcommittee to review and formalize the process for board policies and administrative regulations, with members including Emily Day, Claire Coyne, Roxana Pleitez, Roxzel Soto-Tellez, and Tara Kubicka-Miller. District office resource requests were presented, with Iris Ingram outlining the need for a facilities specialist and an administrative clerk, Jesse Gonzalez discussing technical support positions for ITS, and Kristin Olson advocating for a Director of HR position. The committee also discussed the Student-Centered Funding Formula and its complex allocation methodology. Additionally, Claire Coyne raised concerns about the transparency of categorically funded positions not going through the standard planning portfolio process. The conversation ended with updates on grant development and a plan to review the committee's responsibilities and membership at the next meeting.

I. Call To Order

The meeting was called to order at 3:33 pm.

II. *Approval of Minutes – ACTION

a. August 26, 2026, regular meeting

A motion was made by Claire Coyne; seconded by Tara Kubicka-Miller with abstentions from Emily Day and Xi Zhang to approve the August 26, 2026, meeting. The motion carried.

III. District Council - INFORMATION

a. Last meeting: Monday, August 24, 2026

b. Next meeting: Monday, October 5, 2026

IV. Subcommittee Appointments- Board Policy and Administrative Regulation Process and Recommendation (Purpose / Charge / Membership) – DISCUSSION / ACTION

The committee discussed finalizing a process for reviewing board policies and administrative regulations (ARs/BPs). Ms. Coyne reported the subcommittee would work to create a formal process involving constituent groups, review existing ARs and VPs against CCLC templates, address gaps in required documentation and **identify the ‘business owner’ of said AR**. It was agreed to start with existing volunteers.

Sarah Fisher will locate the previous task force's recommendation document to identify specific committee memberships across different constituent groups and share it with the committee.

Tara Kubicka-Miller will secure faculty representative from SCC Senate for the subcommittee.

Claire Coyne will secure faculty representative from SAC Senate for the subcommittee.

Sarah Fisher will recruit for remaining spots to the subcommittee.

Current subcommittee members consist of Emily Day, Claire Coyne, Roxana Pleitez, Roxzel Soto-Tellez, and Tara Kubicka-Miller.

It was moved by Claire Coyne; seconded by Tara Kubicka-Miller to move forward with subcommittee appointments and recruit for remaining spots. Motion carried.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • Claire Coyne • Emily Day • Natasha El-Maissi (SCC ASG) • Jannely Garcia (SAC ASG) • Tara Kubicka-Miller • Sarah Fisher for Enrique Perez • Alejandro Moreno • Nga Pham • Roxana Pleitez • Roxzel Soto Tellez • Rita Van Dyke-Kao • Aaron Voelcker • Xi Zhang

V. DSO Requests for Resource Allocations (RARs) 2027-2028 – DISCUSSION / INFORMATION

- a. Business Services / Facility Planning, Construction and Support Services: 1. Facilities Specialist
2. Administrative Clerk
Iris Ingram spoke to the need for position in Facilities; positions in Safety are still needed but priority is with Facilities. Iris will ensure Nga receives Facilities RAR packet ahead of the October meeting.
3. Educational Services: 1) ITS-Technical Specialist, 2) ITS-Helpdesk Analyst, 3) ITS-Technical Supervisor
Jesse Gonzalez spoke to the need for positions; workloads affected by retirements. RAR packet will have updated salary costs for the October meeting.
4. Human Resources: 1) Director
Kristin Olson spoke to the need for the Director position outlining key responsibilities including employee relations, performance management, grievance resolution, and training supervisors. Complete RAR packet will be provided for the October meeting.

NEXT STEPS: Following the Planning Design Manual Workflow, RARs will be reviewed at College Councils in October. Chancellor's Cabinet will provide a ranking to the RAR's. The ranking of the RARs will be discussed at the October POE meeting.

The updated Planning Process Manual is scheduled for approval at the District Council meeting on October 5, 2026. Once approved and finalized, the complete Manual will be posted on the website and distributed to POE.

VI. Update: POE Progress Report RSCCD Comprehensive Plan – DISCUSSION / INFORMATION

Nga Pham reported on update.

Nga will share the proposed template for comprehensive plan progress reports with the college liaisons and present it to the committee in October. Claire Coyne invited Xi Zhang to Comprehensive Plan update meetings.

VII. Student Centered Funding Formula Allocation by College Student Information – DISCUSSION / INFORMATION

Nga will send the Student-Centered Funding Formula (SCFF) documentation to POE for review.

VIII. Update - Process Regarding Categorically Funded Positions – DISCUSSION / INFORMATION

Claire provided update on agenda item and spoke to the current process for categorically funded positions.

Iris Ingram confirmed categorical positions are brought through Cabinet and justification process. The Planning Manual doesn't make a distinction between categorically funded and general funded positions in the Resource Allocation Requests process.

Language from the Planning Process Manual referencing the Resource Allocation Requests process to be reviewed at next meeting.

IX. *Grant Development Schedule – INFORMATION

- a. New Resource Development Initiatives
Sarah Fisher provided review of the schedule.

X. OTHER

Nga Pham proposed adding to October's meeting agenda a review of the committee's responsibilities and membership. Patricia Duenez will add to the agenda.

The next meeting is scheduled for Wednesday, October 28, 2026.

Meeting adjourned: 4:59 pm

Minutes approved: October 28, 2026