



<b>College Planning Council</b>		
<b>MINUTES for Friday, February 03, 2017</b>	<b>10:00am-12:00pm</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Joel Kinnamon, Christen Smith, Carlos Maldonado, Maria Jasso, Andrew Johnson, John Learned, Carl Farmer, Denise Diamond, Robert Holmes, Lauro Jimenez, Liliana Casas, Nick Meade, John Ramont, Mary Lou Marrujo, Amanda Phillips, Jessica Enders, Sherri Willis, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Annabelle Nery, Daniel Martinez, Katie Chartier	
<b>Members not Present:</b>	Lisa Soccio, David George, Rick Rawnsley, Sarah Fry, Courtney Doussett, Linda Emerson, Catherine Levitt, Luis Castellanos, Karen Tabor, Pam Hunter, Joseph Aguirre	
<b>Guest(s):</b>	Collaborative Brain Trust: Nicki Harrington, Dan Rosenberg and John Spevak. Gary Ginther, Leslie Young, Jeff Larson, Arturo Delgado	
<b>Recorder:</b>	Julia Breyer	

**AGENDA**

<b>1. Call to Order/Roll Call: 10:05 am</b>		
<b>2. ACTION ITEMS</b>		
<b>2.1 Approval of December 9th, 2016 Minutes</b>		
DISCUSSION	None	
CONCLUSION	Approved	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
None		
<b>2.2 Outreach &amp; Training Committee Description – 2nd Reading (A. Nery)</b>		
DISCUSSION	Motion to approve Outreach & Training Committee Description – 2nd Reading. Dr. Ralston seconded.  Requested changes from the 1 <sup>st</sup> reading were made.	
CONCLUSION	Approved	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
None		
<b>2.3 Strong Workforce Steering Committee Proposal – 2nd Reading (P. Ralston &amp; Z. Becker)</b>		
DISCUSSION	Dr. Ralston noted the Zerryl Becker was unable to join the meeting due to a hiring committee meeting conflict.  It was moved by Lauro Jimenez to adopt the 2 <sup>nd</sup> reading of the Strong Workforce Steering Committee proposal as presented. Seconded by Dr. Nery Dr. Ralston noted the local plan was seamlessly submitted by staff and faculty.	

Dr. Ralston worked with the feedback obtained from the 1<sup>st</sup> reading and made the necessary updates.

The committee is interested in accepting the recommendation to add the Executive Director for Institutional Advancement. That position will replace the Community Representative. The CTE Transition Specialist has been added to the committee as non-voting element. This is a classified position. The student was removed because the work of the committee is more driven by data. The full time CTE faculty was changed to full time faculty of which four are from CTE areas, which allows non CTE faculty or Student Services faculty to participate. Career Counselor has been amended to be either Career Counsel Student Services Representative and non-credit is not included because the only non-credit allowed in Strong Workforce categorical funding is short-term workforce training which part of the CTE faculty curricular responsibility. The committee tried to be responsive to the interests that were raised during the first reading.

Dr. Nery commented that Strong workforce play a huge impact in Student Services. She asked why the Dean of Student Success rejected.

Dr. Ralston replied the committee it trying manage keeping the workgroup as small as possibly but to get the needs met. The interest in having Student Services be present in ways that hit two roles was where the focus went. They were trying to get people who could wear two hats at once.

Lauro Jimenez asked why the classified position is non-voting.

Dr. Ralston replied that she wanted to ensure she fully understood Lauro's question. She replied that there are a number of non-voting representatives to the committee. Lauro Jimenez replied that is correct but that his questions is there appear to be faculty, representatives and management representatives, the only classified representative is a non-voting member. He asked is there a reasons for this. Dr. Ralston replied that she wished she had an answer as to why this decision was made but she does not have a reasoning. Lauro proposed that there be a voting classified member.

Lauro Jimenez moved to amend the description to strike non-voting. Seconded by Liliana Casas

Lauro Jimenez commented that there is no indication it and this is a shared governance committee and it should have greater impact.

Christen Smith commented that there are seven faculty on this committee and it's a membership of fourteen. She assumes that the reasoning behind not making that a voting position was as desire to keep those numbers matching.

Dean Maldonado confirmed the motion on the table is to strike to amend the strong workforce steering committee to strike non-voting from CTE transition specialist.

Motion carried as amended.

Dr. Ralston verified the motion on the floor to approve the committee for Strong Workforce Steering Committee with the amendment of voting classified staff position which was just passed.

No further discussion.

The motion carries.

Dr. Nery made a motion to reconsider so she can take it to the student services leadership and the counselor chair and counseling services.

Dr. Nery moved for a third reading.

Dean Maldonado clarified the options for proceeding.

Dr. Ralston noted given the concerns that have been raised about this committee she would like to move that we reconsider.

Dr. Kinnamon asked if there are any objections to reconsider.

Lauro Jimenez asked is if may ask a question.

Dean Maldonado replied the motion on the table is to reconsider and deferred to Dr. Kinnamon to approve if he so chooses. Dr. Kinnamon allowed the question by Lauro Jimenez.

Lauro Jimenez asked if it goes to reconsider the amendment has already passed.

Dean Maldonado replied the motion on the table that Lauro is asking to reconsider already exists as amended. He verified that a motion to reconsider means you want more information so you motion to reconsider the entire item. The motion that was brought forward is as it exists on the document.

Motion carried.

Dr. Ralston commented that she will take back the original feedback she obtained from today's meeting.

	Dr. Kinnamon requested that Dr. Ralston take the information back to the committee and then return to the next CPC meeting for a 2 <sup>nd</sup> Reading. Dr. Ralston confirmed.		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Dr. Ralston will return with the 2 <sup>nd</sup> Reading for Strong Workforce Steering Committee Proposal		P. Ralston	February 24, 2017
<b>2.4 Administrative Procedure 3440 Service Animals – 2nd Reading (A. Nery)</b>			
DISCUSSION	<p>Motion to approve the 2<sup>nd</sup> reading of Administrative Procedure 3440, Service Animals. Seconded by Amanda Phillips.</p> <p>Dean Phillips provided clarification on miniature horses and it is appropriate for the AP.</p>		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
<b>2.5 Facilities Master Plan 2003-15 Evaluation and Recommendations (APO) – 1<sup>st</sup> Reading (A. Nery)</b>			
DISCUSSION	<p>Dr. Nery moved to accept APO's recommendations for the Facilities Master Plan 2003-2015 evaluation. Seconded by Amanda Phillips.</p> <p>Dr. Nery read the introduction and background regarding the recommendations made to APO.</p> <p>Recommendation #1: Review and utilize the APO evaluation of the 2003-15 Facility Master Plan to inform the new Facilities Master Plan scheduled to be written in spring 2017 following the Educational Master Plan.</p> <p>Recommendation #2: Recommend that Facilities Advisory Committee review and add to APO's Evaluation of the Facilities Master Plan.</p> <p>Recommendation #3: Recommend that Facilities Advisory Committee to regularly review and update the Facilities Master Plan.</p> <p>Please note that the last Facilities Master Plan was not reviewed regularly or updated over a 12-year period. At minimum, the Facilities Master Plan should be reviewed within three years.</p> <p>Carl Farmer asked if the words used could be stronger to avoid a 12 year gap. He proposed will be in place of should be reevaluated.</p> <p>Dr. Ralston commented that it may even need to be more frequent than every twelve years but at this point they don't know.</p> <p>Dr. Nery commented that we are not experts and that is why this was referred out to an expert and committees.</p> <p>Christen Smith inquired as to why online education has been combined with some Coachella Valley sites. Dr. Nery replied that it was the original goal.</p>		

	<p>Lauro Jimenez commented that this was an assessment of a document as it was written so that's one of the reasons for recommending the cycle because the language and everything changed during that time.</p> <p>Christen Smith commented that she would like to see those separately.</p>				
CONCLUSION	Approved				
<b>FOLLOW-UP ITEMS</b>	<table border="1"> <thead> <tr> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td>A. Nery</td> <td>February 24, 2017</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	A. Nery	February 24, 2017
PERSON RESPONSIBLE	DEADLINE				
A. Nery	February 24, 2017				
2 <sup>nd</sup> Reading	A. Nery February 24, 2017				
<b>2.6 Safety Committee Description – 1<sup>st</sup> Reading (L. Howell)</b>					
DISCUSSION	<p>Moved by Lisa Howell. Seconded by Dr. Ralston. Lisa Howell reviewed the clean and redlined version. The committee is attempting to change position titles and departments. They needed to be updated with current language and titles.</p> <p>Lauro Jimenez asked if Human Resources Specialist is correct.</p> <p>Dr. Gularte commented that she could obtain Mitsi Santana's title for verification.</p> <p>VP Howell replied that she will look into clarification on the title as well.</p> <p>Lauro Jimenez asked about Campus Safety Inspector and whether or not it was a position.</p> <p>Dr. Gularte commented that she does not recall the specific title of inspector but she believes it's embedded in some other responsibilities but they do have a JPA that comes in and does a regular assessments.</p> <p>Lisa Howell clarified the question that the Campus Safety Inspector would not be on the committee.</p> <p>Dr. Gularte confirmed, no they would not.</p> <p>Dean Maldonado asked about role. The addition of the Assessment and Care Team and what role they would play.</p> <p>Lisa Howell replied she will need to speak with Tim Nakamura and commented that she will research this further and return with clarification during the second reading.</p>				
CONCLUSION	Motion Carried				
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PERSON RESPONSIBLE	DEADLINE				
L. Howell	February 24 <sup>th</sup> , 2017				
VP Howell will research clarification on titles provided.	L. Howell February 24 <sup>th</sup> , 2017				
<b>2.7 Board Policy 1200 Mission, Vision, and Values – 1<sup>st</sup> Reading (A. Nery)</b>					

DISCUSSION	<p>Motion by Dr. Nery to approve the Board Policy 1200, Mission, Vision and Values for the 1<sup>st</sup> reading. Seconded by Linda Emerson</p> <p>Dr. Nery commented that this should be an informational item.</p> <p>Dr. Kinnamon called this item out of order and this item will be moved to an informational item.</p>		
CONCLUSION	Moved to Information Item 3.4		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.8 Board Policy 6350 Debt Management – 1<sup>st</sup> Reading (L. Howell)</b>			
DISCUSSION	Dr. Kinnamon called this item out of order and this item will be moved to an informational item.		
CONCLUSION	Moved to Information Item 3.5		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3. INFORMATION/DISCUSSION ITEMS:</b>			
<b>3.1 Educational Master Plan – Collaborative Brain Trust (CBT) Site Visit (P. Ralston)</b>			
DISCUSSION	<p>Dr. Ralston introduced members of Collaborative Brain Trust.</p> <p>Dr. Nikki Harrington thanked CPC for allowing CBT to attend the meeting. Dr. Harrington explained the purpose of CBT and the role they play to community colleges. They consist of approximately 60 consultants. College of the Desert contracted CBT back in December 2016.</p> <p>John Spevak introduced himself. Mr. Spevak has been working with community colleges for 46 years and has worked with over 20 different colleges on Educational Master Plans.</p> <p>Dan Rosenberg has worked on 40 Educational Master Plan projects with over 35 colleges. Mr. Rosenberg’s experience will help College of the Desert.</p> <p>Dr. Ralston noted COD has an Educational Master Plan to be in compliance with the law. ACCJC requires an Education Master Plan.</p> <p>CBT will return to COD on March 1<sup>st</sup> and 2<sup>nd</sup> to meet with faculty and staff to obtain direct input. Themes will emerge from these meetings.</p> <p>Lauro Jimenez asked if they would look at non-instructional areas.</p> <p>Dr. Harrington confirmed that they will be looking at both to ensure all links are strong.</p>		

	<p>VP Howell commented that they are gearing up for the Facilities Master Plan and how the two may interface.</p> <p>Dr. Harrington replied that they recommend to dove tail the Facilities Master Plan off of the Educational Master Plan. Identify the programs you are going to need and plan for it.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
<b>3.2 Assessment of Planning and Outcomes Subcommittee (A. Nery)</b>			
<ul style="list-style-type: none"> <li>• Long Term Integrated Planning Calendar</li> </ul>			
DISCUSSION	<p>Dr. Nery spoke on the updated planning calendar. APO will continue to review the long term integrated planning calendar annually. The revised version will be printed and provided in the 2017-2018 CPC Handbook.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
None.			
<b>3.3 Outreach &amp; Training Subcommittee (A. Nery)</b>			
DISCUSSION	<p>Dr. Nery noted her and Carl are the co-chairs.</p> <p>Dr. Nery distributed the 2<sup>nd</sup> quick reference guide which also has the new Mission, Vision and Values document and the five strategic master plan goals. She encouraged everyone to place these in their offices.</p> <p>Lauro Jimenez suggested to place as part of a new employee packet.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
<b>3.4 Board Policy 1200 Mission, Vision, and Values – 1<sup>st</sup> Reading (A. Nery)</b>			
DISCUSSION	<p>Dr. Nery noted the changes to update Board Policy 1200 Mission, Vision and Values to follow COD's own procedures.</p> <p>Lauro Jimenez asked if this was going to the board. Dr. Nery replied yes.</p> <p>Dr. Ralston commended Dr. Nery and everyone on the excellent work and efforts made. She feels everything effectively aligned with accreditation standards.</p>		
CONCLUSION			

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.5 Board Policy 6350 Debt Management – 1<sup>st</sup> Reading (L. Howell)</b>			
DISCUSSION	<p>VP Howell commented this is a new requirement and they had 60 days to adopt a debt policy.</p> <p>Board Policy 6350, Debt Management went to the board for a first reading already and will return for a second reading February 10<sup>th</sup>.</p> <p>Denise Diamond asked about the Sale of Property.</p> <p>VP Howell replied that it would apply for funds used to acquire a property.</p> <p>Denise Diamond asked for an example.</p> <p>VP Howell provided an example and explained in detail what each scenario would entail along with the results.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<p>Dr. Kinnamon distributed the pLEDGE program information and discussed his appreciation and gratitude towards everyone for making the program possible.</p> <p>Lauro Jimenez would like to work with Carlos to further discuss the reconsideration topic that previously occurred during the meeting.</p> <p>Meeting adjourned at 11:42 AM.</p>			