



**COLLEGE OF THE DESERT
COLLEGE PLANNING COUNCIL MEETING**

Friday, February 6, 2015
10:00 a.m. to 12:00 p.m. PSA Room 19A

Minutes

Members: A. Bynum, A. Davies, A. Nery, A. Sawa, ASCOD President J. Zepeda, L. Emerson, ASCOD VP P. Lacy, B. Bitanga, D. Martinez, C. Doussett, C. Levitt, K. Phillips, D. Bashore, D. Diamond, D. Redman, J. Jaramillo, J. Kinnamon, K. Tabor, A. Reber-Frantz, L. Howell, L. Jimenez, R. Rawnsley, L. Soccio, E. King, C. Derum; C. Farmer, C. Luttrell, D. Amsler, S. Cooper; S. Willis, D. Wirth

Ex Officio: C. Farmer, C. Maldonado, P. Hunter

Recorder: A. Walton

Approval of Minutes of November 7 & November 21, 2014 – Bert Bitanga made the motion to approve both sets of minutes, Tish Lacy seconded.

Tish Lacy requested that her name is corrected in both sets of minutes, and revised the name of the conference she attended to the SSCCC conference. John Zepeda asked for the architecture club to be inserted as winners in the golf cart parade. Bert Bitanga corrected this and stated that the students of the architecture program won an award at the golf cart parade, not the architecture club.

Minutes were approved with corrections.

ASCOD Report

J. Zepeda

John Zepeda presented the smoking policy recommendations from ASCOD and distributed copies to the committee for review. The ASCOD Smoking Policy Corrections will be emailed out Wednesday, February 11th before 5:00pm. He reported that the ASCOD food services survey will be emailed out by Wednesday, February 11th before 5:00 pm. The ASCOD honors program task force will be looking to meet with the Executive Vice President Anna Davies during her office hours on Tuesday, February 10th. Mr. Zepeda reported that ASCOD will be hosting the teens for jeans drive on

campus on Wednesday, February 11th in the beeps quad from 10:00am-2:00pm.

At this time, President Kinnamon asked for each committee member to introduce themselves to the committee.

Smoking Procedure Recommendations

Dr. Kinnamon requested CPC members to review the smoking policy revisions from ASCOD and asked for feedback at next CPC meeting. Lisa Howell, Vice President Administrative Services, reported that this item was carried over from the last CPC meeting.

Budget Update

L. Howell

VP Howell presented a budget update presentation, reporting that the Governor came out with his budget proposal in January. Community colleges came out very well with this budget, and she reported that she expects COD to benefit. Prop 98 one-time revenues include \$94.5 to retire deferrals, and \$353.3 million to pay down outstanding mandate claims. Adult education has had a major policy change – consortiums to be formed by regions and allocations will be provided to consortium.

VP Howell explained the budget cycle, and shared the 2015-2016 budget calendar. Subcommittee information will be listed on the COD portal. Budget assumptions based on the Governor's proposed budget were shared with the committee. STRA and PERS employment rates have both increased. VP Howell stated that she feels the COD budget is very healthy financially. Information from the Chancellor's indicated that the FTES liability issue has been decreased, it is now at \$4.4 million, and VP Howell reported that this issue is still being challenged. VP Howell announced that COD recently settled with CTA group with a one-time bonus of 4.5%.

Other highlights from Governor's Proposed Budget:

- Economic recovery continues to occur (2012-13, 2013-14, and 2014-15 fiscal years are stronger than projected)
- 2015-16 state revenues are expected to continue to be strong
- Continued focus on education – share of Prop 98 funding results in significant increases, increases to STRS and PERS employer contributions, and Prop 30 revenues will begin to phase out

Mr. Zepeda stated that there was no student representative on the budget subcommittee, and asked to add Francisco Coronado to the subcommittee.

Long Term Planning Calendar

A. Nery

Dr. Nery distributed a first draft of the integrated planning calendar from 2014 – 2026; the calendar includes dates for Accreditation, Mission Statement Review/Revision, Strategic Master Plan, Educational Master Plan, Technology Master Plan, Facilities

Master Plan, Plan for Enrollment Management, Comprehensive Program Review, Annual Program Plans, Basic Skills, Student Success Plan, Student Equity Plan, and CTEAS (previously VTEA). Dr. Nery explained the cycles of each activity and EVP Anna Davies thanked Dr. Nery for the work on putting the calendar together. Dr. Nery also thanked the Accreditation Task Force and explained the positive results from the last accreditation visit; the next visit is expected in Fall 2017.

Annual Planning Calendar

A. Nery

Dr. Nery distributed the annual planning calendar for January through December 2015 for activities that occur throughout the year. These include the Annual Plan (program review update), Faculty Prioritization, Equipment and Staffing Prioritization, 5 Year Comprehensive Planning Review, Fall Schedule, Winter Schedule, Spring Schedule, Summer Schedule, Basic Skills Report and CTEA Funding (formerly VTEA).

Dr. Kinnamon addressed the Strategic Master Plan process and timeline, commenting that COD has most of the resources within the college to complete the strategic master plan without the need of solely utilizing an outside consultant. Groundwork will be completed with key administrative team members, President's cabinet and others. Dr. Nery will be the lead administrator for facilitating this process for the spring, and opportunities for input from the college community will be available. A proposed meeting schedule has been developed:

- March 3, 2015 – Executive Cabinet 9 am, All Faculty Academic Senate TBD
- March 9, 2015 – Open Forum at an Off-Campus Location, 3SL, 1 pm
- March 10, 2015 – School Meetings 12 – 2 pm, Open Forum at an Off-Campus Location
- March 17, 2015 – Student Services Meeting 12 – 2 pm, Open Forum at an Off-Campus Location
- March 24, 2015 – School Deans/Chairs – Time TBD
- CPC Meeting – Date TBD
- Student Meeting – Date TBD
- Classified Staff Meeting – TBD

Dr. Kinnamon stated that he hopes to have a draft document completed in June to be ready for adoption in August. Dr. Kinnamon announced that community members as well will be able to provide feedback for the college.

Smoking Policy

L. Howell

Bert Bitanga stated that at the new applied sciences building, students are smoking close to the building and it may be due to lack of designated smoking area signage. VP Howell stated that she lets the student know about the policy when students are caught smoking outside of designated smoking areas. The committee discussed the lack of

proper signage throughout the campus, and the policy now addresses electronic smoking as well.

Board Policy and Administrative Procedure Update

A. Davies

EVP Davies reported that there are several title 5 language changes to policies and procedures; asked CPC to review and provide feedback for the next meeting.

Realignment - Process

J. Kinnamon

Dr. Kinnamon presented a draft of the Student Learning and Success Realignment to begin employee dialogue that is inclusive and transparent. Guiding principles have been drafted:

- Achieve relative balance in the roles of Dean of Student Success and Student Learning relative to overall workload
- Achieve school structure which aligns like curriculum, capitalizes on opportunities for innovation, leverages of resources (human, technology, facility)
- Establish department structures which considers Palm Desert campus, Indio, Mecca/Thermal campus and emerging east and west valley locations
- Assumes that the role of Department Chair will be consistent and well defined
- Develop manageable school structures which fosters the ability for deans to work closely with department chairs and executive leadership, and professional development
- Assume that each department will be represented by a senator

A draft organizational chart was shared with Executive Cabinet; Dr. Kinnamon met with the Academic Senate Executive Committee to receive feedback, but their feedback is not yet incorporated in the draft, but will be rolled into any future drafts. Dr. Kinnamon shared a draft of a timeline for developing this plan. Dr. Nery reported that feedback will be able to be given through a survey tool and process that is under development. The committee discussed several aspects of the proposed realignment, including:

- the differences between deans and executive deans
- the reasons for the organizational structure on the draft
- how new deans will be addressed within the proposed structure – will they be written into the draft?
- if the college is dedicated to the five-dean structure
- measuring the draft organizational chart against current organizational chart, justifications for changes in organizational chart, and how it would impact student success
- concern that the proposed timeline between February and March will not be sufficient for feedback and implementation
- non-instructional faculty is not addressed on the draft
- Executive Cabinet will approve the final draft after all feedback has been received and considered
- Dr. Kinnamon stated that COD is growing and changing, and two education center directors may be necessary

- A clearly defined process for providing feedback would be appreciated, as well as definitions for all positions

Dr. Kinnamon stated that they are open to receiving feedback from all concerned parties and committed to determining the best process for COD regarding the proposed realignment. The CPC committee discussed how input would be able to be received and inquired if a system could be added to portal for feedback and comments on the realignment. Dr. Nery reported that she and her team will work on the developing a process for receiving feedback and will get the information out to the CPC committee for the next meeting, as well as a flow chart detailing how the information will flow out to the campus.

Dr. Kinnamon stated that dialogue on this issue will continue at this committee.

CPC Meeting Calendar

J. Kinnamon

New meeting dates were added to the 2015 CPC meeting schedule. Dr. Kinnamon reported that the CPC manual states that CPC will meet on designated Fridays, however, only three dates would fit this schedule. Due to institutional conflicts and conflicts with personal calendars, Dr. Kinnamon asked the committee to hold the three new dates proposed (March 27, April 10, & May 1).

Bert Bitanga informed the committee that the annual showcase is being held in April and is typically held at the last CPC meeting in April. Dr. Kinnamon requested the committee to adopt this calendar, and asked Mr. Bitanga to propose something for the showcase at next CPC meeting. The committee agreed.

Adjourn – 12:16 pm