



| <b>College Planning Council</b>      |   |  |
|--------------------------------------|---|--|
| <b>MINUTES FOR February 22, 2019</b> | <b>10:00 AM- 12:00 PM</b>   | <b>Public Safety Academy 19A&amp;B</b> |
| <b>Members Present:</b>              | Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Angel Lua, Angel Meraz, Donna Green, Andrew Johnson, Michael McJilton, Linda Emerson, Kimberly Brooks, Denise Diamond, David Bashore, Dan Cooper, Michael Gayle, Liliana Casas, Yazzmine De Leon, Larissa Chavez, John Mosser, Mary Lou Marrujo, Leslie Young, Craig Doussett, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Annebelle Nery, Pam Hunter, Daniel Martinez, Kim Dozier |  |
| <b>Members not Present:</b>          | Sarah Fry, Jessica Enders, Carlos Maldonado, Katie Chartier   |  |
| <b>Guest(s):</b>                     | Sai Vang, Victoria Jimenez  |  |
| <b>Recorder:</b>                     | Kayci Lydeen  |  |

## AGENDA

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|--|--|---------------------------|
| <b>1. Call to Order: 10:07am</b>   |  |                           |
| <b>2. Action Item(s)</b>   |  |                           |
| <b>2.1 Approval of Agenda</b>  |  |                           |
| DISCUSSION   | Pablo Romano motioned to approve the agenda, seconded.   |                           |
| CONCLUSION   | Approved as presented.   |                           |
| <b>FOLLOW-UP ITEMS</b>   |  | <b>PERSON RESPONSIBLE</b> |
|  |  |                           |
| <b>2.2 Approval of December 7<sup>th</sup>, 2018</b>   |  |                           |
| DISCUSSION   | Pablo Romano motioned to approve the minutes, seconded.  |                           |
| CONCLUSION   | Approved as presented.   |                           |
| <b>FOLLOW-UP ITEMS</b>   |  | <b>PERSON RESPONSIBLE</b> |
|  |  |                           |
| <b>2.3 Assessment of Planning and Outcomes Subcommittee Recommendations to Create Work Group to Address APO's recommendations for Professional development</b> |  |                           |
| DISCUSSION   | <p>Dr. Nery motioned to approve the APO recommendations to create a work group for professional development, seconded.</p> <p>Reviewed the two APO recommendations handouts.</p> <p>APO recommending CPC take action in creating a workgroup and look for volunteers. (6-10 volunteers)</p> <p>Faculty development chair Donna Greene volunteered to serve and reach out to the faculty development committee for volunteers.</p> <p>Pam Hunter volunteered and Dr. Nery to send out an official request for classified staff for a couple of representatives.</p> |                           |

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| CONCLUSION   | Motion to form Workgroup for Professional development. Motion carried.   |                    |          |
| FOLLOW-UP ITEMS  |  | PERSON RESPONSIBLE | DEADLINE |
|  |  |                    |          |
| <b>2.4 Assessment of Planning and Outcomes Subcommittee Recommendations to Create Work Groups to Address Gaps in Plans</b>                           |  |                    |          |
| DISCUSSION   | <p>John Ramont motioned to approve APO recommendations to create work groups for Gaps in Plans, seconded.</p> <p>Discussed the APO recommendations handout,</p> <p>Diversity committee will review the EEO Plan</p>  |                    |          |
| CONCLUSION   | Motion carried.  |                    |          |
| FOLLOW-UP ITEMS  |  | PERSON RESPONSIBLE | DEADLINE |
|  |  |                    |          |
| <b>2.5 Assessment of Planning and Outcomes Subcommittee Recommendations to Improve the Staff Prioritizations Process – 1<sup>st</sup> Reading</b>    |  |                    |          |
| DISCUSSION   | <p>Angel Meraz motioned to approve 1<sup>st</sup> reading, seconded.</p> <p>Discussed and reviewed the APO recommendations to CPC for Staff Prioritization Process from non-instructional services.</p> <p>Leadership positions are put in Program Reviews, pep-ups and moved to Executive Cabinet</p> |                    |          |
| CONCLUSION   | Motion carried.  |                    |          |
| FOLLOW-UP ITEMS  |  | PERSON RESPONSIBLE | DEADLINE |
| Send out links to organizational charts to committee members   |  | Kayci Lydeen       | asap     |
| <b>2.6 Assessment of Planning and Outcomes Subcommittee Recommendations to Improve the Equipment Prioritization Process – 1<sup>st</sup> Reading</b> |  |                    |          |
| DISCUSSION   | <p>Dr. Nery motioned to approve, seconded.</p> <p>Reviewed the APO Recommendations handout.</p>  |                    |          |
| CONCLUSION   | Motion to approve 1 <sup>st</sup> reading carried. Motion Carried  |                    |          |
| FOLLOW-UP ITEMS  |  | PERSON RESPONSIBLE | DEADLINE |
|  |  |                    |          |
| <b>2.7 Administrative Procedure 5013 Students in the Military – 1<sup>st</sup> Reading</b>   |  |                    |          |
| DISCUSSION   | <p>Dr. Nery motioned to approve 1<sup>st</sup> reading, Angel seconded.</p> <p>Reviewed changes on handout.</p>  |                    |          |
| CONCLUSION   | Motion carried.  |                    |          |
| FOLLOW-UP ITEMS  |  | PERSON RESPONSIBLE | DEADLINE |
|  |  |                    |          |
| <b>2.8 Administrative Procedure 5015 Residency Determination – 1<sup>st</sup> Reading</b>  |  |                    |          |

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| DISCUSSION  | Pablo Romero motioned to approve 1 <sup>st</sup> reading, seconded.  |                    |          |
|   | Reviewed the handout of all legal changes.   |                    |          |
| CONCLUSION  | Motion Carried.  |                    |          |
| FOLLOW-UP ITEMS   |  | PERSON RESPONSIBLE | DEADLINE |
| <b>2.9 Administrative Procedure 5055 Enrollment Priorities – 1<sup>st</sup> Reading</b>             |  |                    |          |
| DISCUSSION  | Liliana Casa motioned to approve 1 <sup>st</sup> reading, seconded.  |                    |          |
|   | Administrative Procedure is a legal change.  |                    |          |
| CONCLUSION  | Motioned carried.  |                    |          |
| FOLLOW-UP   |  | PERSON RESPONSIBLE | DEADLINE |
| <b>2.10 Administrative Procedure 5130 Financial Aid – 1<sup>st</sup> Reading</b>                    |  |                    |          |
| DISCUSSION  | John Mosser motioned to approve 1 <sup>st</sup> reading, seconded.   |                    |          |
|   | Administrative Procedure is a legal change.  |                    |          |
| CONCLUSION  | Motion carried.  |                    |          |
| FOLLOW-UP   |  | PERSON RESPONSIBLE | DEADLINE |
| <b>2.11 Administrative Procedure 6360 Electronic Systems and Materials – 1<sup>st</sup> Reading</b> |  |                    |          |
| DISCUSSION  | John Ramont motioned to approve 1 <sup>st</sup> reading, seconded.   |                    |          |
|   | John Ramont reviewed the Administrative Procedure and the changes made.  |                    |          |
|   | Accessibility Specialist will review the materials and the vendor will supply on how it can be accessible  |                    |          |
| CONCLUSION  | Motion carried.  |                    |          |
| FOLLOW-UP   |  | PERSON RESPONSIBLE | DEADLINE |
| <b>2.12 Administrative Procedure 6900 Bookstore(s) – 1<sup>st</sup> Reading</b>                     |  |                    |          |
| DISCUSSION  | Dr. Nery motioned to approve 1 <sup>st</sup> reading, seconded.  |                    |          |
|   | This procedure is redundant and is recommending deletion.  |                    |          |
| CONCLUSION  | Motioned carried.  |                    |          |
| FOLLOW-UP   |  | PERSON RESPONSIBLE | DEADLINE |
| <b>2.13 Administrative Computing Committee Charter – 1<sup>st</sup> Reading</b>                     |  |                    |          |
| DISCUSSION  | Michael Gayle motioned to approve the 1 <sup>st</sup> reading, seconded.   |                    |          |
|   | Committee is recommending changes to the name and to reflect the tasks completed each semester, updated committee membership. Chair of ED Technology Committee is a member and committee will reach out for larger participation from faculty if needed. |                    |          |

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| CONCLUSION                                | Motion carried.  |          |  |
| FOLLOW-UP                                 | PERSON RESPONSIBLE   | DEADLINE |  |
| <b>3. Information/Discussion Item(s)</b>  |  |          |  |
| <b>3.1 Budget Subcommittee Update</b>     |  |          |  |
| DISCUSSION                                | First meeting of the semester the budget subcommittee looked at the upcoming year's budget. Looking at COLA, lots of movement on legislative front and on the new funding formula. Looking at all the enrollment management, guided pathways, and strategic planning all come into play for the new funding formula. |          |  |
| CONCLUSION                                |  |          |  |
| FOLLOW-UP ITEMS                           | PERSON RESPONSIBLE   | DEADLINE |  |
| <b>3.2 Board Policy 6900 Bookstore(s)</b> |  |          |  |
| DISCUSSION                                | Administrative services is looking to correct BP 6900 to reflect bookstore as plural.  |          |  |
| CONCLUSION                                |  |          |  |
| FOLLOW-UP ITEMS                           | PERSON RESPONSIBLE   | DEADLINE |  |
| <b>4. Adjournment: 10:36 am</b>           |  |          |  |

NEXT MEETING: Friday, February 22, 2019 | Public Safety Academy 19A&B