



# COLLEGE of the DESERT

<b>College Planning Council</b>		
<b>MINUTES for Friday, February 24, 2017</b>	<b>10:00am-12:00pm</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Christen Smith, 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, Anabelle Nery, Daniel Martinez, Katie Chartier, Lisa Soccio	
<b>Members not Present:</b>	Joel Kinnamon, Carlos Maldonado	
<b>Guest(s):</b>	Michael McJilton, Steinar Johanson, Eduardo Jaca, Gabriella Kay, Carl Christman, Mike Silveira, Jenna Huntzsinger, Angel Meraz, Monica Lopez, Maria Avalos, Christen Schaefer, Sally Kalpakoff, Laurilie Jackson, Richard Burns, Thomas O'Grady, Gary Williams, Jorge Perez	
<b>Recorder:</b>	Julia Breyer	

## AGENDA

<b>1. Call to Order/Roll Call: 10:03 AM by Dr. Anabelle Nery</b>		
<b>2. ACTION ITEMS</b>		
<b>2.1 Approval of February 3<sup>rd</sup>, 2017 Minutes</b>		
DISCUSSION		
CONCLUSION	<p>Dr. Nery commented that 2.5, Facilities Master Plan 2003-15 Evaluation and Recommendation (APO) was not a 1<sup>st</sup> reading, it was an action item and they requested that CPC accept the recommendation. 3.4 Board Policy 1200 Mission, Vision, and Values and 3.5 Board Policy 6350 Debt Management were not 1<sup>st</sup> readings, they were information items only.</p> <p>Follow up for the next CPC there was a 1st reading for Safety Committee Description and it will need to return for a 2<sup>nd</sup> reading.</p> <p>Minutes for February 3<sup>rd</sup> are approved as corrected/amended.</p>	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.2 Strong Workforce Steering Committee Proposal – 2<sup>nd</sup> Reading (Z. Becker &amp; P. Ralston)</b>		
DISCUSSION	<p>Moved by Lauro Jimenez, seconded by Dean Phillips.</p> <p>Dr. Ralston stated the local and regional plan have been completed for the Strong Workforce Planning Initiative. They need a steering committee to help oversee the work to keep them connected with the community and the students they serve. The taskforce has put together a recommendation of what the committee should look like going forward. Dr. Ralston reviewed the recommended positions and participants for the committee.</p>	

	<p>Dr. Ralston took back the feedback from the last CPC meeting and shared it with Doug Redman and Zerryl Becker. CSEA wanted to have a voting member and they decided to specialize that appointment. They now have a CTE specialist.</p> <p>Previously there were questions and concerns on how Student Services was represented. They added Dean of Student Success and removed Dean of Social Sciences &amp; Arts. Dr. Ralston was added back as a voting member. Voting for quorum was clarified.</p> <p>Dr. Nery noted one change for research as Director of Institutional Research or designee.</p> <p>Lauro Jimenez commented for formatting and consistency purposes to clarify voting and non-voting.</p> <p>Pam Hunter recommended that you just note who is non-voting only and leave voting unlabeled. Dr. Ralston confirmed that once it is final they will only note non-voting members.</p> <p>Dr. Nery clarified the changes noted are formatting changes only. Lauro Jimenez replied that his understanding was that they were formatting changes only.</p> <p>Christen Smith commented that the Dean of Social Sciences &amp; Arts was removed and asked if the Dean been notified. Dr. Ralston confirmed, yes, the Dean has been informed of the removal.</p> <p>Dr. Nery commented that the final document may be distributed as an informational item once the formatting has been updated.</p>		
	Approved		
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Formatting corrections	P. Ralston	N/A	
<b>2.3 Administrative Procedure 2410: Board Policies and Administrative Procedures (Adoption, Revision and Deletion) – 1<sup>st</sup> Reading (A. Nery)</b>			
DISCUSSION	<p>Moved by Lisa Howell, seconded by Pamela Ralston.</p> <p>Dr. Nery reviewed changes and commented that the significant changes were on the front page.</p> <p>Dr. Nery noted that board policy and administrative procedure updates are now being tracked as we look to get a tracking cycle in place.</p> <p>Lauro Jimenez commented he understands the changes go the Executive – Cabinet and President. He asked if it talks about any</p>		

	<p>process through CPC or any other venue for making suggestions for review to the executive board.</p> <p>She also stated that any changes may be submitted to Julia Breyer or herself, Annebelle Nery, for review.</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></td> <td></td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE		
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<b>2.4 APO: Staff Prioritization Process – 1<sup>st</sup> Reading (A. Nery)</b>					
DISCUSSION	Dr. Nery requested a postponement. She needs additional time and will bring to the March 10 <sup>th</sup> CPC Meeting.				
CONCLUSION	Item postponed				
<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>March 10, 2017</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	A. Nery	March 10, 2017
PERSON RESPONSIBLE	DEADLINE				
A. Nery	March 10, 2017				
<b>2.5 DSPS Advisory Committee Description – 1<sup>st</sup> Reading (A. Nery)</b>					
DISCUSSION	<p>Moved by Courtney Doussett, seconded by Pamela Ralston.</p> <p>Dean Phillips noted the changes were recommend by the Director of DSPS and other members of the committee which were very basic and related to titles of membership.</p> <p>Lauro Jimenez asked for clarification on instructional support assistant/instructional support specialist. Does it mean four instructional support assistants, Dean Phillips replied it was only one person.</p> <p>Lauro also requested clarification on instructional computer support specialist/alternative media specialist and counselor/specialist. Dean Phillips replied it was only one person.</p> <p>Lauro Jimenez requested clarified on number of members. Is it four or one member.</p> <p>Dean Phillips commented that presently no one staff member is a dedicate alternative media specialist.</p> <p>Christen Smith asked if it was just one academic year term. Dean Phillips was unsure if that has ever been designated.</p> <p>Dean Phillips noted it can be a one term. Not sure what this means</p> <p>Dr. Nery requested Dean Phillips return with the term limits to the next CPC meting for the 2<sup>nd</sup> reading.</p>				

	Christen Smith asked if there was any discussion of having the full time ASL faculty as an alternate to the ASL Coordinator. Dean Philips replied no.		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 <sup>nd</sup> Reading		A. Nery	March 10 <sup>th</sup> , 2017
<b>3. INFORMATION/DISCUSSION ITEMS:</b>			
<b>3.1 Board Policy 2410</b>			
DISCUSSION	<p>Dr. Nery noted the changes are directly from the Community College League of California to update the board policy.</p> <p>Christen Smith provided clarity on the board policy and administrative policy processes for the guests who attended the CPC meeting.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.2 Board Policy 1100.1: Desert Community College District Locations (A. Nery)</b>			
DISCUSSION	<p>Dr. Nery discussed the updates to add locations which were identified as Palm Desert, Indio, Mecca/Thermal and Desert Hot Springs.</p> <p>Presently awaiting center status for Indio and a clear definition for what's a campus and what's not a campus. During review at Executive Cabinet it was felt it would be easier to identify the sites as locations with their addresses and recognize the city. When the substantial change proposals and center application status are approved, they will return to CPC.</p> <p>Linda Emerson asked where the location in Palm Springs is. Dr. Nery replied the process for eminent domain is still underway and there is a legal process. Lisa Howell commented that once we have portables in the Fall, then there will be a College of the Desert – Palm Springs location.</p> <p>Christen Smith asked if this will be a site or will it be considered a campus. These will be portables when they occur in the fall.</p> <p>Lisa Howell replied center means one thing to one group and another to a different group. They are looking at just using the term "location" at this point.</p> <p>Dr. Nery noted this summer there will be substantial change proposals for Indio and Mecca/Thermal.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

**3.3 Educational Master Plan (P. Ralston)**

**DISCUSSION**

Dr. Ralston noted she sent an email to everyone providing an update in written form and she also has it posted on the website under Educational Master Plan which is located on the front page of the College of the Desert website. Dr. Ralston also sent out emails with a link to the survey for everyone to take. She encourages everyone to please respond to the survey. Currently they have received 385 responses but there are 1,030 staff and faculty so they are not close to where they need to be. Dr. Ralston will send another email reminder and noted the survey takes approximately 7 minutes to complete.

Dr. David George asked if there is a deadline on the survey for the master plan. Dr. Ralston replied the deadline is Monday afternoon.

Dr. Ralston shared why the Educational Master Plan plays such an important role for the college over the next five years.

Dr. Ralston reminded everyone of the upcoming campus forums taking place March 9<sup>th</sup> and March 10<sup>th</sup>. The consultants will be sharing the data portfolio.

A gap analysis will occur now through April 6<sup>th</sup>. On April 6<sup>th</sup> the Educational Masterplan Taskforce will intern be able to review all of the information and develop a plan to address the gaps.

The Educational Masterplan will handle conventional traditional services and programming as well as aspects of innovation that the college is interested in. The survey completion will assist in developing these plans. Draft versions of each chapters will get posted online as they become available. Additionally there will be an executive summary available for an at a glance perspective.

Linda Emerson asked if there is a one page overview that they can take back to their respective departments. Christen Smith replied that Dr. Ralston provides a written report that is delivered during the Academic Senate All Faculty meetings and it is also submitted with the minutes for reference.

Dr. Ralston is looking to send out a campuswide email every two weeks and the Educational Master Plan link will have documents posted as they come available.

Michael McJilton reminded all faculty of the March 9<sup>th</sup> campus forum.

Dr. Ralston thanked everyone for their commitment to this work and their participation.

	Dr. Ralston referred to the Education Master Plan on the projector for all of CPC to reference and understand where the link is located on the College of the Desert website. On the homepage the subsite is labeled 'Educational Master Plan 2017-2022'.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.4 Enrollment Management Committee (P. Ralston)</b>			
DISCUSSION	<p>Dr. Ralston reminded everyone that the Enrollment Management Committee consists of three chairs; Dr. Nery, Christen Smith and herself (Dr. Pamela Ralston). Enrollment Management Committee did not meet this week as they were unable to make quorum. In the CPC packet provided there are recent updates provided for reference.</p> <p>Dr. Nery discussed the Enrollment Management Committee updates and confirmed one correction on the top of the document where it stated 'Funded Based'. It states 15-17 and it should state 15-16.</p> <p>Michael McJilton asked if Dr. Nery would be willing to do a Flex presentation. Dr. Nery replied yes.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.5 End-Users Data Subcommittee (D. Martinez)</b>			
DISCUSSION	<p>Dr. Martinez commented the End-Users Data Subcommittee met last week. He provided a brief update.</p> <p>It has been a busy semester for the End Users Data Subcommittee. Accordingly to the CPC Handbook they are scheduled to meet once a semester but this semester they are looking to meet every other week. The committee is short on faculty members.</p> <p>Linda Emerson asked what time they meet. Dr. Martinez replied Wednesday afternoons at 2:00 PM.</p> <p>Christen Smith noted Cheryl Contopulos set out an email Monday morning listing all of the faculty committees which still have open spaces.</p> <p>Dr. Martinez mentioned this is an important process for the institution. The Institutional Effectiveness Partnership Initiative (IEPI) that works in association with institutions standards and more importantly they need the faculty input. This sets the standards and describes the process the college will undertake should they fall below the standards.</p>		
CONCLUSION			

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.6 Budget Subcommittee (L. Howell)</b>			
DISCUSSION	<p>John Ramont spoke on the Budget Subcommittee and noted they met on February 13<sup>th</sup>.</p> <p>The committee discussed financial stability indicators. This will assist with the determination if the college is healthy financially. The committee presented a couple ideas and are continually receiving feedback.</p> <p>A formula was discussed to allocate instructional supply money.</p> <p>John Ramont distributed and reviewed a PowerPoint of the Budget Updates. He pointed out money for 1.48% COLA. This is an increase over estimates since last time. There is a 1.34 % growth in access. This is part of growth in overall system which is good news.</p> <p>College of the Desert anticipates being the fastest growing community college in the system.</p> <p>Largest concern are the costs coming up for STRS and PERS increases. The STRS and PERS increases look steady now but rates could be 28%. The money diverts away from what the college can offer in raises and other things. These rates have been flat for multiple years so this will be a large increase.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.7 Facilities Advisory Committee (L. Howell)</b>			
DISCUSSION	<p>VP Howell stated the Facilities Advisory Committee met February 21<sup>st</sup>. There was a large discussion as to how are they going to serve the large population that they're anticipating. The initial pLEDGE reports indicate the college has a lot of students who are interested in attending. Due to the large volume of interest they may need to spend some of the structural money to bring in portables to have enough space for the students. The committee wants to ensure they are using the funds as efficiently as possible.</p> <p>The Facilities Advisory Committee is planning to bring on a Utilization Consultant who will take a snapshot.</p> <p>Lisa Howell noted there is a software currently available to make the update but they've determined there is the need to make the update now, not in the Fall.</p>		

	<p>The committee plans to work closely with Roz Weissmann the scheduler.</p> <p>David George asked if they have looked into what they can do on Fridays.</p> <p>Facilities discussed the Solutions kiosk. Robert Holmes visited and spoke about updating the kiosk here on the Palm Desert campus. The conversation is being supported but there are many procedures they have to go through with DSA concerns.</p> <p>Additionally, the PSA conversion into a large computer lab and was approved during executive cabinet and is underway at the present time.</p> <p>The conversion of LA13 to SSSP lab is completed and is open for business.</p> <p>Discussion took place about pEDGE, the facility impacts and was 100% supported.</p>
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CONCLUSION

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

**3.8 Assessment of Planning and Outcomes (A. Nery)**

DISCUSSION	<p>Dr. Nery noted they are almost finished completing the Staffing Prioritization Process. She expects a recommendation shortly from the APO. They are finishing the details of the Master Plan but happy to report that they brought the summary sheet to CPC today. She also shared the summary sheet with the Facilities Advisory Committee.</p> <p>The Chairs forwarded questions that they would like asked for the past faculty prioritization process. They are currently looking at the questions and adding components of their questions to the faculty prioritization survey which should be sent out shortly once the information has been reviewed by the Chairs.</p> <p>Once all is completed they will resume the evaluation including a recommendation coming forward on how to improve Enrollment Management Plan.</p>
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CONCLUSION

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

**3.9 Transpiration Survey (D. Martinez)**

DISCUSSION	<p>Dr. Martinez stated last spring he worked with ASCOD to review surveys they wanted to send to students. They were able to obtain lots of good feedback.</p>
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	Dr. Martinez reviewed a PowerPoint presentation of the Transportation Survey for 2016. The survey went out to 476 students last Spring.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting adjourned at 11:20 AM.		