

# COLLEGE PLANNING COUNCIL

## MINUTES

MARCH 11, 2016

10:00AM – 12:00PM

CRAVENS MPR

<b>ATTENDEES</b>	Joel Kinnamon, Kelly Hall (absent), Lisa Soccio, David George, Rick Rawnsley, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer, Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez, Mary Lisi, Minerva Montane, Jose Rodriguez, John Ramont, Diaman Amsler, Leslie Young, Annebelle Nery, Jessica Enders, Sheri Willis, Diane Wirth, Lisa Howell, Pam Hunter, Daniel Martinez, Bert Bitanga, Carlos Maldonado, Jeff Baker
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Recorder: Angela Walton

10:00 AM

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: Technology Master Plan, APO Recommendations for PIE Handbook, APO Recommendations for Strategic Plan, Budget Subcommittee Charter, Facilities Advisory Committee Charter, AP 6200 Budget Preparation, AP 6400 Financial Audits, Various Board Policies and Administrative Procedures

### Agenda topics

#### 1. APPROVAL OF MINUTES OF FEBRUARY 26, 2016

<b>DISCUSSION</b>	None.	
	The minutes were approved with one correction – change the word faculty to staff with regard to the discussion under the section Assessment of APO.	
<b>CONCLUSIONS</b>	Minutes were approved with no additional corrections.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

### DISCUSSION ITEMS

#### 2. ASSESSMENT OF PLANNING & OUTCOMES (APO)

A. NERY

<b>DISCUSSION</b>	Dr. Nery – deferred her report to the action items.	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

#### 3. END USER GROUP

D. MARTINEZ

<b>DISCUSSION</b>	Dr. Martinez reported that the group met yesterday and engaged in discussion about available data sources, and he will begin requesting input from other areas regarding data sources.
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<b>CONCLUSIONS</b>			None.
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>
1. None.			<b>DEADLINE</b>

4. SSSP PLAN -  
UPDATE

A. PHILLIPS

<b>DISCUSSION</b>	Ms. Phillips reported that committee has met and finalized recommendations regarding committee membership. Ms. Phillips stated that some membership structures have changed, and commented that registration is a priority.		
<b>CONCLUSIONS</b>			
None.			
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>
1. None.			<b>DEADLINE</b>

5. FACILITIES  
ADVISORY  
COMMITTEE

L. HOWELL

<b>DISCUSSION</b>	VP Howell reported that the committee met on March 9, and provided an update on current facility requests and recommendations. The committee worked on identifying available spaces, reconstituting large student classrooms as well as developing a process for modifications and repairs. Carol Meier building renovations will take place over the summer with an expected occupancy by Fall 2016, and the relocation of music classes should be completed by that time as well. VP Howell also reported that the committee is considering renovation of the Pollock, as the seats in the Pollock need updating as well as the sound system. Dr. Nery reported that all facility requests from the PRUs for FY 2016-2017 are being consolidated, and they plan to begin presenting requests to the Facilities Advisory Committee. Invites will be sent from Dr. Nery for the April Facilities Advisory meeting.		
<b>CONCLUSIONS</b>			
None.			
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>
1. None.			<b>DEADLINE</b>

6. FOOD ADVISORY  
COMMITTEE

L. HOWELL

<b>DISCUSSION</b>	VP Howell reported the committee met yesterday, and they have received two submissions for the beverage services RFP from Coca-Cola and PepsiCo. The committee was provided with additional information as well as formal presentations by the vendors. The new beverage vendor contract will require approval by the Auxiliary Board and the selected vendor will be announced at the next Auxiliary Board meeting on March 17.		
<b>CONCLUSIONS</b>			
None.			

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

7. BUDGET UPDATE

L. HOWELL

<b>DISCUSSION</b>	<p>Dr. Kinnamon and VP Howell announced that the state budget agreement for California community colleges was adopted, and that COD will see an increase in its base general fund of \$1.6 million in ongoing money, a substantial increase to COD's base. Dr. Kinnamon reported that this encouraging and positive information was provided to staff and faculty as well as this committee in the spirit of transparency and that administration will continue to keep the COD community informed.</p> <p>The CPC committee engaged in discussions on student retention, student engagement and student success. VP Howell provided a brief update on the center status application process.</p>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

8. ADMINISTRATIVE  
COMPUTING  
COMMITTEE – AP  
3720 COMPUTER  
AND NETWORK USE

S. WILLIS

<b>DISCUSSION</b>	Ms. Willis reported that there will be no action on this item at this time, stating that the procedure needs to go through HR processes prior to having a second reading.
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<b>CONCLUSIONS</b>	Item will be brought back to CPC after HR processes have been completed.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.	S. Willis	TBD

**ACTION ITEMS**

9. TECHNOLOGY  
MASTER PLAN –  
2<sup>ND</sup> READING

S. WILLIS

<b>DISCUSSION</b>	<p>Motion – Lauro Jimenez made the motion to approve the second reading of the Technology Plan, and Dr. Nery seconded.</p> <p>Discussion: Ms. Willis reported that IT staff will be responsible for the oversight and updating of this living document.</p> <p>All voted in favor.</p>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.		

10. APO  
RECOMMENDATION  
FOR THE PIE  
HANDBOOK

A. NERY

<b>DISCUSSION</b>	<p>Motion – Lauro Jimenez made the motion to approve the APO recommendations for the Planning and Institutional Effectiveness (PIE) Handbook, and Elise King seconded.</p> <p>Discussion: Dr. Nery distributed the APO recommendations and the draft PIE Handbook, provided background on the handbook process and highlighted the changes that were made. APO co-chair is Bert Bitanga, and Dr. Nery commented that APO is working on updating the committee structure, which is currently found in the CPC handbook.</p> <p>Dr. Nery read a list of recommendations:</p> <ol style="list-style-type: none"> <li>1. Recommend to integrate the PIE Handbook into section IX of the CPC handbook under "Strategic and Operational Planning."</li> <li>2. Recommend to move (archive) resources, definitions and theoretical materials to the CPC Resources section on the portal</li> <li>3. Recommend to move section IV of the PIE handbook "Academic Calendar" to the Academic Calendar Committee to review, update and make a recommendation to where the information should reside</li> <li>4. Recommend to move section VII of the PIE handbook "Allocation of Resources" to the Budget Subcommittee to review, update and make a recommendation to where that information should reside</li> <li>5. Recommend that CPC create a workgroup to comply with SB-590 and Title 5 requirements and expansive definition of Professional Development</li> <li>6. Recommend that CPC create a workgroup to evaluate the staffing prioritization and the equipment prioritization</li> </ol> <p>Dr. Kinnamon thanked the committee for their work on the recommendations. David George recommended making the process simplified for faculty members. Dr. Kinnamon commended Outreach and Training on their work, and Linda Emerson recommended providing a Powerpoint video on the portal once the handbook is finalized. The committee discussed recommendations 3 and 4; after discussions, the committee decided to vote on the recommendations excluding recommendations 3 and 4.</p> <p>All voted in favor.</p>
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<b>CONCLUSIONS</b>	With the exception of recommendations 3 and 4, the recommendations of APO for the PIE Handbook will be incorporated.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		

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11. APO  
RECOMMENDATIONS  
FOR THE STRATEGIC  
MASTER PLAN

A. NERY

<b>DISCUSSION</b>	<p>Discussion: Dr. Nery presented the APO recommendations to CPC before taking a motion. Dr. Nery reported that APO reviewed the original goals, objectives, and key indicators, and mapped the original six goals from the 2010 Strategic Education Master plan to the President's 24-Month Agenda, which ended December 2015.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Recommend that CPC create a workgroup to write the 2016 Strategic Master Plan incorporating the following recommendations: <ul style="list-style-type: none"> <li>o Review and utilize APOs evaluation and mapping of the six goals from the 2010 Strategic Education Master Plan</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>○ Incorporate the feedback received from MAAS, which summarizes the efforts of the college to collect feedback from the college constituents (Faculty, Staff, Leadership and students) and the community of the Coachella Valley</li> <li>○ Use data and analysis provided by Institutional Research</li> <li>○ Because the President's 24-Month Agenda for Advancement of Student Success and College/Community Development has yet to be evaluated, the President's 24-Month Agenda should inform and be mapped to the 2016 Strategic Master Plan. Once created into the Strategic Master Plan, APO will commit to a timeline and process to evaluate the new plan regularly</li> <li>○ The office of IEESP should review the program/unit goals from the last 5 years of the Academic Program Reviews (Comprehensive Program Reviews) and consolidate the information to common themes to inform the workgroup. This will also connect our comprehensive review plans to our Strategic Master Plan.</li> <li>○ The Strategic Master Plan should follow the traditional format of incorporating the college mission, college vision, college values, college goals and objectives.</li> </ul> <p>Motion: David George made the motion to approve the APO recommendations for the Strategic Master Plan, and Dr. Nery seconded.</p> <p>All voted in favor.</p>
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<b>CONCLUSIONS</b>	APO recommendations will be incorporated into the Strategic Master Plan process.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		

12. BUDGET SUB-COMMITTEE CHARTER  
– 1<sup>ST</sup> READING

L. HOWELL

<b>DISCUSSION</b>	<p>Motion: Jessica Enders made the motion to approve budget subcommittee charter, and Karen Tabor seconded.</p> <p>Discussion: VP Howell went over the changes to the charter. Denise Diamond requested updating the CODFA acronym in the charter.</p> <p>All in favor, accepted as first reading with one correction.</p>
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<b>CONCLUSIONS</b>	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Budget Subcommittee charter will be presented at next CPC for a second reading after incorporating the correction.	L. Howell	4/8/16

13. FACILITIES ADVISORY COMMITTEE CHARTER  
– 1<sup>ST</sup> READING

L. HOWELL

<b>DISCUSSION</b>	<p>Motion: Leslie Young made the motion to approve the facilities advisory committee charter, and Lauro Jimenez seconded.</p> <p>Discussion: VP Howell reviewed the additions to the charter. Denise Diamond recommended adding a section in the charter about parking to clarify the role of the committee with regard to parking, and Lauro Jimenez made a suggestion to include a clarification on the classified representative. The committee also discussed campus labs, and the Facilities Advisory Committee membership list. Sheri Willis informed CPC that staff are invited to these meetings based on the meeting agenda.</p>
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	All in favor with changes, approved as first reading.	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Facilities Advisory Charter will be presented at next CPC for a second reading after incorporating changes.	L. Howell	4/8/16
14. AP 6200 BUDGET PREPARATION – 1 <sup>ST</sup> READING		L. HOWELL
<b>DISCUSSION</b>	<p>Motion – Leslie Young made the motion to approve AP 6200, and Jessica Enders seconded.</p> <p>Discussion: VP Howell reported the procedure was up for review, there were no changes to the procedure, and that it has been reviewed by Executive Cabinet.</p> <p>All voted in favor.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. AP 6200 will be presented at next CPC for a second reading.	L. Howell	4/8/16
15. AP 6400 FINANCIAL AUDITS – 1 <sup>ST</sup> READING		L. HOWELL
<b>DISCUSSION</b>	<p>Motion – Elise King made the motion to approve AP 6400, Karen Tabor seconded.</p> <p>Discussion: VP Howell commented that there were minimal changes in this procedure, and that the ACCJC standard was added. David George inquired about the 5-year term for the auditor contract; VP Howell reported the term for the auditor contract should read 3 years, and that she will make the change.</p> <p>All in favor with correction, approved for first reading.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. AP 6400 will be presented at next CPC for a second reading after incorporating the change.	L. Howell	4/8/16
16. POLICY/PROCEDURE REVIEW – 1 <sup>ST</sup> READING		J. KINNAMON
<b>DISCUSSION</b>	<p><b>Board Policies:</b></p> <ul style="list-style-type: none"> <li>BP 2110 Vacancies on the Board</li> <li>BP 2510 Participation in Local Decision Making</li> <li>BP 2710 Conflict of Interest</li> <li>BP 2715 Code of Ethics – Standards of Practice – Trustees</li> <li>BP 3310 Records Retention and Destruction</li> <li>BP 3410 Non Discrimination</li> <li>BP 3430 Prohibition of Harassment</li> <li>BP 3440 Service Animals</li> <li>BP 3518 Child Abuse Reporting</li> <li>BP 3540 Sexual and Other Assaults on Campus</li> <li>BP 3715 Intellectual Property</li> </ul>	

BP 3900 Speech: Time, Place and Manner  
~~BP 5500 Standards of Conduct~~

**Administrative Procedures:**

AP 2110 Vacancies on the Board  
AP 2510 Participation in Local Decision Making

Dr. Kinnamon reported that BP 5500 will be removed from the list for review. Lauro Jimenez made the motion to approve the policies and procedures, and Dr. Nery seconded.

Dr. Kinnamon reported that we are in a review cycle and will have policies and procedures on CPC agendas regularly. Lauro Jimenez asked that a recent child abuse reporting law is reviewed to be sure law is congruent with COD policy.

All voted in favor, approved for a first reading.

<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Policies and Procedures will be presented at next CPC for a second reading.	J. Kinnamon	4/8/16

ADJOURNED – 11:55 AM

NEXT MEETING: APRIL 8, 2016