



College Planning Council		
MINUTES for Friday, April 7th, 2017	10:00am-12:00pm	PSA 19 A & B
Members Present:	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Andrew Johnson, John Learned, Carl Farmer, Linda Emerson, Denise Diamond, Brian Koenig, Robert Holmes, Lauro Jimenez, Liliana Casas, John Ramont, Karen Tabor, Amanda Phillips, Mary Anne Gularte, Pamela Ralston, Daniel Martinez, Sheri Willis, Joseph Aguirre	
Member(s) not Present:	Carlos Maldonado, Maria Jasso, Sarah Fry, Luis Castellanos, Nick Meade, Mary Lou Marrujo, Courtney Doussett, Maria Herrera, Jessica Enders, Lisa Howell, Anabelle Nery, Pam Hunter, Katie Chartier	
Guest(s):	Michelle Bleza, Jeff Larson, Leslie Young	
Recorder:	Julia Breyer	

AGENDA

1. Call to Order/Roll Call: 10:18 AM		
2. ACTION ITEMS		
2.1 Approval of March 24th, 2017 Minutes		
DISCUSSION	None.	
CONCLUSION	Approved.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.2 Matriculation/SSSP Advisory Committee Description – 2nd Reading (A. Phillips)		
DISCUSSION	Moved by Lauro Jimenez, seconded by Pamela Ralston. Amanda Phillips reviewed the recommendations that were made from the first reading, and noted the updated revisions they applied. Lauro Jimenez asked if the students were accepting of losing one of their seats. Joseph Aguirre provided a response, and also noted there has been a challenge to get students to attend.	
CONCLUSION	Approved.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 2320 Special and Emergency Meetings – 2nd Reading (A. Phillips)		
DISCUSSION	Moved by Pamela Ralston, seconded by Lauro Jimenez.	
CONCLUSION	Amanda Phillips noted most of the changes made are CCLC recommendations. Lauro asked if this was a recommendation by CCLC. Amanda Phillips replied, in the affirmative.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.4 Administrative Procedure 2345 Public Participation at Board Meetings – 2nd Reading (A. Phillips)		

DISCUSSION	<p>Moved by Liliana Casas, seconded by Pamela Ralston. Amanda Phillips reported there are no changes. Denise Diamond commented that there is some confusion, and the language does not clearly reflect that because it states “to address the board” verses to place something on the agenda. She continued to state that 3 weeks is a long time. Amanda Phillips commented that AP 2345 is not a new policy, and that it was approved in 2008. Also, she noted that she will bring this comment back to Annebelle Nery. Denise Diamond noted there still needs to be some language on the agenda to add items verses addressing the board during public comments. She has concerns about 3 weeks as other community colleges have 10 days to 2 weeks. Christen Smith made a recommendation to postpone this item, and bring it back to the April 28th CPC meeting. Daniel Martinez reviewed the materials. Amanda Phillips noted the postponement, and will bring this information back to Annebelle Nery. There were no objections from the committee to postpone the item.</p>		
CONCLUSION	Postponed.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
		A. Nery	April 28 th , 2017
2.5 Administrative Procedure 2735 Board Member Travel – 2nd Reading (A. Phillips)			
DISCUSSION	<p>Moved by Liliana Casas, seconded by Lauro Jimenez. Amanda Phillips commented these are not league (CCLC) changes, and the changes were made by board members.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 Administrative Procedure 7380 Retiree Health Benefits – 2nd Reading (M. Gularte)			
DISCUSSION	<p>Moved by Lauro Jimenez, seconded by Rick Rawnsley. Mary Anne Gularte commented that these are legally required, and the updates made were from the recommendations proposed at the previous College Planning Council meeting. Lauro Jimenez noted this potentially could create changes that are debatable; however, Beth Caskie has reviewed it and is comfortable with the changes. Their expectations would be that it would come through the College Planning Council. Christen Smith asked that the committee to consider, in the future, that the registered domestic partners eliminates a certain group of the college population from qualifying. Which, presents a challenge. Denise Diamond asked if the issue is the term registration verses not registered. Christen Smith noted under California Law part of the population at College of the Desert does not qualify as a domestic partner.</p>		

	Mary Anne Gularte commented this reflects current practices, and previously it had not reflected current practices. She coordinated with Misti Santana, and verified surviving spouse or domestic spouse.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.7 Deactivation of Administrative Procedure 2350 Public Speakers at Board Meetings – 2nd Reading (A. Phillips)			
DISCUSSION	Moved by Amanda Phillips, seconded by Lisa Soccio. Amanda Phillips noted this is up for deactivation because it duplicates the board policy. Lauro Jimenez, asked if it was verbatim, Amanda Philipps replied, in the affirmative.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.8 Deactivation of Administrative Procedure 7250 Educational Administrators – 2nd Reading (M. Gularte)			
DISCUSSION	Moved by Lauro Jimenez, seconded by Pamela Ralston. Mary Anne Gularte noted this is not required, it emulates the board policy, and is recommended for deactivation.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.9 Deactivation of Administrative Procedure 7260 Classified Supervisors and Managers – 2nd Reading (M. Gularte)			
DISCUSSION	Moved by Liliana Casa, seconded by Lisa Soccio. Mary Anne Gularte noted as with the prior item, it is not legally required, and emulates the board policy; thus, recommended for deactivation.		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.10 Chairs Council Committee Description – 1st Reading (C. Smith)			
DISCUSSION	Moved by Liliana casas, seconded by Lisa Soccio. Christen smith noted the primary changes are the membership. The updated language was made to reflect the work the committee has done this year. Lauro Jimenez asked why enrollment management was not crossed out under membership. Pamela Ralston provided an explanation noting it was just clarifying language.		
CONCLUSION	Approved.		

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
		C. Smith	April 28 th , 2017
2.11 Transfer Advisory Committee Description – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Lauro Jimenez, seconded by Liliana Casas. Amanda Philips noted there was a change in title, and the addition of EOPS Care which is now Cal Works. Just changes to titles. They added instructional faculty, so two additional members have been added. They realized there was not a counselor representative; therefore, they've added that along with a student representative. Carl Farmer made a recommendation for the addition of Mesa Director.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
		A.Nery	April 28 th , 2017
2.12 Administrative Procedure 5012 International Students – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Linda Emerson. Amanda Phillips noted these are league (CCLC) recommendations. Which, more accurately described what they are doing.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.13 Administrative Procedure 5015 Residency Determination – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Lisa Soccio. Amanda Phillips commented it was a large revision, and noticed there were a lot of recommendations made by the league (CCLC). Curt Luttrell oversees this, and his recommendations are noted as well.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.14 Administrative Procedure 5035 Withholding of Student Records – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Liliana Casa, seconded by Lisa Soccio. Amanda Phillips noted this is up for review, but there were no recommended changes.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.15 Administrative Procedure 5045 Student Records: Challenging Content and Access Log – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Lisa Soccio. They added discussion related to employees still being presently employed by the district. Not transcripts, but related to student records.</p>		

CONCLUSION	Approved.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
2.16 Administrative Procedure 5052 Open Enrollment – 1st Reading (A. Phillips)			
DISCUSSION	Moved by Mary Anne Gularte, seconded by Liliana Casas. Amanda Phillips noted these are minor changes to open enrollment.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
2.17 Administrative Procedure 5120 Transfer Center – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Liliana Casas. Amanda Phillips noted this was discussed at the transfer advisory committee meeting. A recommendation was made by the league (CCLC) and the blue notates title changes. Lauro Jimenez asked if the blue could be added with an underline as it would be difficult to tell what changes were which if it was not color copied. Amanda Phillips replied she would take this recommendation back to Annebelle Nery. David George asked for clarification on student representatives. Amanda Phillips noted the directive was from the league (CCLC).</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
2.18 Administrative Procedure 5130 Financial Aid – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Lauro Jimenez, seconded by Liliana Casas. Amanda Phillips noted there are no league (CCLC) recommendations, but the changes noted were the addition of the full time student success grant. Christen Smith asked why we are not adding PLEDGE. Dr. Ralston noted we are piloting pledge, and it's not institutionalized as of yet.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
2.19 Administrative Procedure 5400 Associated Student Organization – 1st Reading (A. Phillips)			
DISCUSSION	<p>Moved by Liliana Casas, seconded by Rick Rawnsley. Amanda Phillips noted the recommendation was that they name it properly. Denise Diamond clarified on verbiage.</p>		
CONCLUSION	Approved.		
3. INFORMATION/DISCUSSION ITEMS			
3.1 Board Policy 5015 Residency Determination (A. Phillips)			

DISCUSSION	Amanda Philips noted they have a lot of board policies that have been brought to today's meeting, and they are informational as the board is in charge of approving them.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Board Policy 5035 Withholding of Student Records (A. Phillips)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Board Policy 5052 Open Enrollment (A. Phillips)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 Board Policy 5120 Transfer Center (A. Phillips)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 Board Policy 5130 Financial Aid (A. Phillips)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.6 Board Policy 5400 Associated Students Organization (A. Phillips)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.7 Board Policy 7380 Retiree Health Benefits (M. Gularte)			
DISCUSSION	Board policy was brought as an informational item. The board is in charge of approving.		
CONCLUSION			

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.8 Enrollment Management Committee Update (P. Ralston)		
DISCUSSION	<p>Pamela Ralston and Annebelle Nery who was not present previously reviewed the summer 2016 FTES, and discussed growth and efficiency.</p> <ul style="list-style-type: none"> • The district hovered around slightly below or above 500 FTES for the Summer 2016 and summer 2015 • This institution is making an effort to achieve Middle College. Which, is the next threshold in size—10,000 plus 1 FTES. • This committee has been charged with planning toward that goal. Being mindful of summer will help us move toward that target. • Summer calculations may be attributed to the summer just past, or can be pulled into the coming year. • Towards those efforts, this committee recommended that the enrollment and registration dates be moved. Previously students enrolled during the summer for Fall. Beginning this semester, they will enroll our students while they are still here during the Spring for Fall. • They also changed the dates, so that local high school students who might be interested in picking up a course in summer can do so. • They have introduced our new pLEDGE program. • Summer 2016 they achieved 560 FTES. They hope to exceed that number this summer by at least 100 FTES. <p>During that meeting Jessica Enders provided a PowerPoint presentation with the statistics on the offerings at the offsite campuses. A few points discussed included the following: With the combination of Fall and Spring, they have surpassed the 1,000 FTES marker for the primary terms this year at the Indio campus. Enrollments for the Mecca/Thermal campus have had a steady decline each semester. It was suggested that part of the problem may be that they continue to offer the same courses, so the students are leaving and we're not getting new students. Dr. Nery commented that when the Indio campus opened, there was an effort at that time to stagger the classes at Mecca, so as to entice students to stay and offer a block of classes. This way that they can get a core of classes on the same day without having to travel. She suggested they review that strategy again.</p> <p>What can they do to capture more high school students from feeder schools? Desert Hot Springs campus opened in the fall semester. The FTES for fall 2016 was 33.6; spring is 24.2.</p> <p>The Research Office will be working on a study to track students from Mecca/Desert Hot Springs: Who is starting at Mecca/DHS, where are they coming from? Where do they go after Mecca/Thermal and/or DHS? What programs do they enroll in? Are they completing? Assessments are now available at Mecca/Thermal and DHS. Which, needs to be promoted.</p> <p>Dr. Ralston reported that there will be science classes available at Mecca/Thermal thanks to a new wet lab.</p>	

	<p>Cohorts and scheduling: Discussion ensued on creating pathways for students to complete a certificate in some of the CTE programs. They also need to work on building cohorts and improving scheduling of all courses to work in concert, and to cover two years' worth of GE work for a student.</p> <p>Dr. Ralston missed an update at the last College Planning Council meeting—she commented.</p> <p>David George noted Indio has reached center status, but asked if the state is not recognizing it.</p> <p>Dr. Ralston confirmed that yes, it's in the process and in line to have this occur, but the state offices are running behind.</p> <p>Joel Kinnamon suggested to have a presentation made by student success. It would be useful to see where they've been, where they stand as it would be extremely helpful to the shared governance committee.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.9 Educational Master Plan Update (P. Ralston)			
DISCUSSION	<p>Pamela Ralston provided a brief update on the educational master plan and their latest progress.</p> <p>Christen Smith asked for a timeline.</p> <p>Pamela Ralston noted the education master plan will come back to college planning council on April 28th.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Meeting adjourned at 11:21 AM			