



**College Planning Council**

<b>MINUTES FOR Friday May 12, 2017</b>		<b>10:00 AM – 12:00 PM</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Sarah Fry, Courtney Doussett, Andrew Johnson, Carl Farmer, Ellen Hardy (alt. for Linda Emerson), Denise Diamond, Brian Koenig, Robert Holmes, Lauro Jimenez, Lily Casas, Arturo Delgado, John Ramont, Mary Lou Marrujo, Karen Tabor, Sheri Willis, Amanda Phillips, Mary Anne Gularte, Lisa Howell, Pamela Ralston, Annebelle Nery, Pam Hunter, Daniel Martinez, Joseph Aguirre, & Katie Chartier		
<b>Member(s) not Present:</b>	Carlos Maldonado, Maria Jasso, John Learned, Luis Castellanos, & Jessica Enders		
<b>Guest(s):</b>	Jeff Larson		
<b>Recorder:</b>	Sai Vang		

**AGENDA**

<b>1.0 Call to Order/Roll Call: 10:03 AM</b>		
<b>2.0 ACTION ITEMS</b>		
<b>2.1 Approval of April 28th, 2017 Minutes</b>		
DISCUSSION	None.	
CONCLUSION	Approved as presented.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.		
<b>2.2 Educational Master Plan – 2nd Reading</b>		
DISCUSSION	<p>Lauro Jimenez motioned to approve the Educational Master Plan – 2nd Reading, seconded.</p> <p>VP Ralston presented the most current draft of the Educational Master Plan (EMP) 2017-22. The EMP was recently approved by the Academic Senate. The PIO Office will help to brand the EMP.</p> <p>The EMP Taskforce, with the support of the leadership and the Academic Senate President, has done extensive work on using the data tool and all the components parts to put the plan together. The contents of the EMP are: introduction, history, data, goals and objectives, and recommendations. This version is still in the revision stage. The Research Office will help with ensuring that the growth projection numbers are accurate. There will be an additional piece to understand how students in noncredit may or may not move into credit courses. The extended site map was added. Page 93-94 introduces how the college establishes signature programs at the extended sites. Some of the programs are not established.</p> <p>The completion of the EMP follows the Strategic Master Plan, and prepare for accreditation.</p>	

	<p>The EMP consultants have completed their part. VP Ralston hopes to bring back the consultants in the Fall to work on programs.</p> <p>Feedback is accepted for minor changes, but not substantive. There will be opportunities for feedback in the Fall when the EMP is implemented. The Facilities Master Plan work is following the EMP. We will think about the spaces needed.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.3 Administrative Procedure 5010 Admission – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5010 Admission – 2nd Reading, seconded.</p> <p>The changes in red are the recommendations from CCLC. The changes in blue are from Curt Luttrell, Director of Admissions &amp; Records.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.4 Administrative Procedure 5200 Student Health Services – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5200 Student Health Services – 2nd Reading, seconded.</p> <p>The Assistant Director of Health Services deleted information which are no longer pertinent. There was no additional feedback from the 1<sup>st</sup> and 2<sup>nd</sup> reading.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.5 Administrative Procedure 5210 Communicable Disease – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5210 Communicable Disease – 2nd Reading, seconded.</p> <p>There was a change to the administrator responsible. There was no additional feedback.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.6 Deactivation of Administrative Procedure 7385 Salary Deductions – 2nd Reading</b>			
DISCUSSION	<p>VP Gularte motioned to approve Administrative Procedure 7385 Salary Deductions – 2nd Reading, seconded.</p> <p>AP 7385 restates BP 7385. The proposal is for deactivation. At the last CPC meeting, there were questions regarding the process for how the Board is informed. VP Gularte is working to identify the process, and is working closely with John Ramont to coordinate.</p>		

CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.7 Administrative Procedure 2360 Minutes – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 2360 Minutes – 1st Reading, seconded.</p> <p>There are no changes. This review is part of the annual cycle.</p> <p>The public may request a paper copy of the minutes for a small fee. Minutes are posted on the college website in PDF. The public can view minutes without a fee. Language should be added regarding access of the minutes online.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Consider feedback to add language regarding access of the minutes online.		Annebelle Nery	5/26/2017
<b>2.8 Administrative Procedure 2365 Recording Board Meetings – 1st Reading</b>			
DISCUSSION	<p>Lauro Jimenez motioned to approve Administrative Procedure 2365 Recording Board Meetings – 1st Reading, seconded.</p> <p>There are no changes. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.9 Administrative Procedure 2740 Board Education – 1st Reading</b>			
DISCUSSION	<p>Mary Lou Marrujo motioned to approve Administrative Procedure 2740 Board Education – 1st Reading, seconded.</p> <p>There is one change to the reference section to the updated ACCJC accreditation standards.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.10 Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students – 1st Reading</b>			
DISCUSSION	<p>Christen Smith motioned to approve Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students – 1st Reading, seconded.</p> <p>There has been a lot of legal changes to the legislation around dual and concurrent enrollment, including policies and practices around how colleges accept and admit young students. The red text are the legal requirements. Both instruction and student services have reviewed the AP due to COD's continuous growth and legal amendments, VP Nery suggest CPC members forward this AP to their constituents. If there are questions, please contact VP Nery and Dean Phillips. Also reference Title V AB 288 and the legal opinion from CCLC.</p>		

	<p>Title V specify concurrent enrollment as the umbrella. Dual enrollment is during the high school day, and restricted to high school students. Concurrent enrollment is where a high school students take a college course outside of high school curricula. COD has a process in place for concurrent enrollment. That process is audited, at a minimum, annually. There are other forms under the concurrent enrollment umbrella: middle college, early college, and articulation.</p> <p>COD's concurrent policy was stricter than the legislation. Only junior and high school students are admitted. The legislation allows any high school student. Freshmen and sophomore students should be given the opportunity to take college courses. As long as all the Title V requirements are met, any high school students could be admitted.</p> <p>Homeschooled students in California are technically enrolled in a program that meets the legal requirement. They would follow the same procedure. True homeschooling in California means that the student's parent holds a teaching credential.</p> <p>Add a clause that address FERPA issues. There are many instances where faculty struggle with parents who want course grades and updates that faculty do not normally provide to the students.</p> <p>Through this legislation, COD may see additional enrollment of high school students. There should be training for faculty and staff as mandated reporters. CSEA is working to make training mandatory since reporting is mandatory. There is an AP in reference to reporting.</p> <p>The term "profit" is used by CCLC to define when a student has the ability to benefit from an education.</p> <p>There are standards used to identify highly gifted students. IQ test scores tend to be used to measure students.</p>	
CONCLUSION	Motion carries.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Add clause FERPA and faculty, and review AP which addresses training for mandated reporters.	Annebelle Nery	5/26/17
<b>2.11 Administrative Procedure 5050 Student Success and Support Program – 1st Reading</b>		
DISCUSSION	<p>Courtney Doussett motioned to approve Administrative Procedure 5050 Student Success and Support Program – 1st Reading, seconded.</p> <p>AP 5050 was formerly titled Matriculation, now rename according CCLC. The recommended changes are in red text from CCLC. The blue text are changes to COD's procedure and omissions. The changes are considered minor.</p> <p>This revised administrative procedure does not cover Student Equity and Basic Skills Initiative even though there is an integrated plan. Each initiative has its</p>	

	own administrative procedure because each has different allowable and unallowable, review of board policy, review of scorecard, and requirements.		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.12 Administrative Procedure 5070 Attendance Accounting – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5070 Attendance Accounting – 1st Reading, seconded.</p> <p>No changes were made to the attendance accounting for the state apportionment reports. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.13 Administrative Procedure 5110 Counseling – 1st Reading</b>			
DISCUSSION	<p>Courtney Dousett motioned to approve Administrative Procedure 5110 Counseling – 1st Reading, seconded.</p> <p>There are minor corrections to the superintendent/president title. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.14 Administrative Procedure 5150 – Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) – 1st Reading</b>			
DISCUSSION	<p>Lily Casas motioned to approve Administrative Procedure 5150 – Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) – 1st Reading, seconded.</p> <p>The changes were recommended by the Interim EOPS Director, Carol Lasquade. Changes to the staff position from secretary to program specialist.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.15 Administrative Procedure 5300 Student Equity Plan – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5300 Student Equity Plan – 1st Reading, seconded.</p> <p>There is one minor change to the supervision title. The administrative policy still meets the requirement of the Student Equity Initiative. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.16 Administrative Procedure 5410 Associated Students Elections – 1st Reading</b>			

DISCUSSION	<p>Christen Smith motioned to approve Administrative Procedure 5410 Associated Students Elections – 1st Reading, seconded.</p> <p>There were no changes to the content and minor correction to election. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.17 Administrative Procedure 5420 Associated Students Finance – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5420 Associated Students Finance – 1st Reading, seconded.</p> <p>There were no changes to core content. One title change and updated reference to appropriate Education Code. Updates to this review are part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.18 Administrative Procedure 5610 Voter Registration – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5610 Voter Registration – 1st Reading, seconded.</p> <p>A paragraph was added to include language from CCLC.</p>		
CONCLUSION	<p>Capitalize the title Director of Admissions &amp; Records</p> <p>Motion carries.</p>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Capitalize title of Director of Admissions & Records		Annebelle Nery	5/26/17
<b>2.19 Health and Welfare Committee Recommendation</b>			
DISCUSSION	<p>Pamela Ralston motioned to approve Health and Welfare Committee Recommendation, seconded.</p> <p>Lauro Jimenez made a Point of Order: Mr. Jimenez expressed concern about this item from the CSEA perspective, and that the item was being brought forward as an action item. Mr. Jimenez referred to page 5 under Functions in the CPC Handbook that addresses the various functions of CPC. VP Gularte stated that this item is also listed as an Information item.</p> <p>President Kinnamon called the motion. Pamela Ralston motioned to approve Health and Welfare Committee Recommendation, seconded. Discussion followed.</p> <p>President Kinnamon placed the Health and Welfare Committee on the agenda as an action item pending any recommendation on health benefits. President Kinnamon stated that he has been clear with the Board and with this body, that with any recommendations from CPC subcommittees, he will use the CPC to vet</p>		

the recommendation for broader constituent feedback and greater transparency. The recommendation will have a first and second reading.

VP Gularte provided clarification that the Committee does have a recommendation.

Mr. Jimenez raised a Point of Order and referred the Council to the CPC Handbook, page 5, under Functions, specifically number 3, refers to matters reserved to the respective consultative groups by AB 1725, Title 5 regulations, and/or DCCD Board Policy 2510, and such matters should be informational only and that the President may use the CPC for advice in those areas. Number 4 makes reference to collective bargaining issues, which are to be discussed as informational purposes only. He stated that the point of order is that this issue should not be an action item on the CPC agenda because health and welfare benefits, as it has been discussed numerous times at the Health and Welfare Committee, are clearly a collective bargaining issue. Mr. Jimenez stated that the matter can be brought to CPC as informational only. He stated that the bylaws suggest that health benefits cannot be an action item.

President Kinnamon referenced page 9 of the CPC Handbook, section VIII, Decision Making: "As the Superintendent/President relies upon the advice and judgement of CPC, the consensus method relies upon general agreement of opinion based on reports, data, and information presented; recommendation arrived at through discussion and agreement of all of the constituents represented in CPC. If consensus cannot be reached, Robert's Rules of Order will be followed in reaching a recommendation."

President Kinnamon stated that for anything that comes up from the subcommittees, it will be this body (CPC) that he will use to fully vet the issues. He stated that it is more important for him to know the item has been fully vetted, and to provide opportunities for the college community to provide input and discuss anything related to the College Planning Council in areas where employees may be affected. He stated that he will bring this item forward in his role as President and, though, some may not agree with the process, that is how items will be moved forward.

VP Gularte provided information and background on the work of the Health and Welfare Committee. She clarified that the reporting relationship of this committee is to the College Planning Council. The Committee members met 12 times since August 2016.

Ms. Diamond made a comment (inaudible on recording) and Mr. Jimenez raised a point of order. Dr. Kinnamon asked that VP Gularte be allowed to speak and that Ms. Diamond would be given an opportunity to speak. Ms. Diamond raised a concern that she was confused that the discussion shifted from information to action. President Kinnamon clarified that the topic was an action item. Ms. Diamond stated that she did not know how there could be an action without any information. The President indicated that there has been a first and second

motion and the group is in discussion and that VP Gularte is providing the information. President Kinnamon asked VP Gularte to continue.

The Health and Welfare Committee met 12 times since August 2016. Committee members are CSEA (2): Lauro Jimenez and Mary Lisi; Faculty Association (2): Denise Diamond and Geoff Hagopian; Adjunct Association (1): Cathy Levitt; Confidential (1): Misti Santana; Leadership (1): Mary Anne Gularte. John Ramont and Andrea Staehle attend meetings due to the nature of the committee and budget implications.

The Committee discussed how to move forward regarding a provider for health plans for the college community. The Committee decision was to issue a Request for Proposal (RFP) to get the broadest input from providers to identify options for benefits. COD's broker, Mr. Paul La Bounty, Senior Vice President, Alliant, prepared a draft RFP, and members provided input to complete the RFP, along with deadlines. The broker distributed the RFP to various providers. CSEA requested the RFP be sent to specific providers, which was done. The RFP was sent to large group providers as well as independent providers. The RFP included medical, dental, vision, and life insurances.

The RFP's were due on Friday, April 14, 2017. On Monday, April 17, Mr. La Bounty updated the Committee on the proposals received by the deadline. Alliant complied electronic files with all the responses received. These proposals/responses were forwarded from Human Resources to committee members for review (including the responses from providers who declined to submit a proposal). At the Committee's meeting on April 17, the broker shared SISC renewal rates, which is presented annually.

Per the Committee's timeline, the Committee discussed providing a recommendation to the Superintendent/President when RFP quotes were received in April, per the Committee's charter in the CPC Handbook. The Superintendent/President then makes a recommendation to the Board of Trustees. After the Trustees provide direction and authorization, then the District is to negotiate with the bargaining groups if there are substantial changes to plans and rates.

The Committee focused discussion on two providers: SISC and CVT. SISC provided renewal rates for the 2017-2018 plan year using the same benefit plans as the current year, but with new rates. CVT did not provide firm rate quotes but rather "illustrative" quotes. CVT indicated that the final rate quotes would be provided in late May or June. The Committee's timeline addressed the Board of Trustees' request for a timely recommendation from the Superintendent/President, in order to move forward in a timely manner, rather experience delays like the previous year.

Committee members provided different scenarios when comparing the proposals from SISC and CVT. For example, out-of-pocket costs were analyzed for both single and family situations using one scenario suggesting four office visits and four prescriptions a year, and another scenario examining the out-of-

pocket cost if the individual or family experienced a catastrophic illness or accident. The out-of-pocket costs, plan coverage, and employee premium costs are important to the Committee.

The Committee also discussed the broker fee. The fee with Alliant is approximately \$50,000. SISC embeds the broker fee into the rate quotes. CVT does not embed a broker fee in its rates, which affects how cost differences are calculated. The District would utilize the services of a broker regardless of the provider selected.

VP Gularte stated that by looking at the rates, it is approximately a \$72,340 savings with CVT, but that amount does not include the broker fees. Therefore, for a similar comparison of costs, either \$50,000 (current broker fee) would need to be deducted from SISC rates or \$50,000 added to CVT rates to address the cost for a broker. If the cost of the broker is deducted from the savings with CVT (\$72,340 - \$50,000), then the difference between CVT and SISC plan cost is \$22,340, which equates to a 1.1% savings. VP Gularte stated that Mr. Jimenez has a different opinion regarding how he does the figures, and that she is using the analysis provided by the broker whose job it is to make these comparisons.

The breakdown is SISC final quote: \$379,644; CVT illustrative quote: \$307,304, for a difference of \$72,350 (before adjusting for broker fee cost). VP Gularte stated that there are other differences, and she did not bring all the plan details but wanted the Council to have a general picture of what the Committee had been reviewing and what had been discussed. It was also mentioned that depending on your individual situation and what occurs with your or your family's health next year; one plan may be better for an individual than another and one may be better if significant medical expenses are incurred.

The final analysis was the rate increase per provider. The difference in SISC final rates from 2016-2017 to 2017-2018 rates is a 6% overall increase. For CVT, the increase in rates from 2016-2017 rates to the 2017-2018 illustrative rates is a 9% increase. The rate increase history was analyzed for multiple years to determine the cost effect. In this analysis, the CVT annual increase of 9% will exceed SISC projected rates.

The Committee added two additional meetings, May 1 and May 8, to allow additional time to review and discuss the details of the proposals and to help meet the timeline and to make the recommendation to the President so he can present to the Board. The Committee analyzed the two plans diligently and engaged in considerable discussion.

The Committee's recommendation to the President was to wait for the final quotes from CVT in order to be able to make a decision on behalf of the members' constituency groups. Five of the individuals on the Committee represent bargaining groups and two represent confidential staff and

management. The vote was three yes and two no. This is the recommendation brought to President Kinnamon.

President Kinnamon wanted to ensure that the CPC Handbook was followed and that information was provided to this group as to what the recommendation was. The Committee did not select a plan and asked to delay the recommendation until CVT rates are received (late May or June). The difficulty in this is we would not be meeting the timeline for Board action, which was planned to occur in May.

The input from this group is needed to assess any issues related to health benefits. Are there concerns or issues? Ultimately, whatever the Board decides, if it is a substantial change, in plans, premiums, and costs that those would need to be negotiated.

As VP Gularte stated earlier, it was the Committee's recommendation to wait. At the last Health and Welfare Committee meeting, VP Gularte specifically said that not making decision means that it is status quo. Ms. Diamond interjected that VP Gularte did not say that. VP Gularte responded that she did say that. VP Gularte restated that she said if the Committee does not make a decision, then the President is left with status quo.

VP Gularte asked President Kinnamon if there was any additional information he would like presented to the group. In response, VP Gularte stated that she has presented a high-level overview and that there are many documents if anyone wanted to review them.

VP Gularte stated that there were concerns last year regarding CVT and not going with CVT, in part due to items identified in the CVT contract, and a recommendation being made by the committee without having information about details in the CVT contract. Legal opinions were made by the Board's counsel as well as CVT's attorney. The District continued to move forward based on the District's legal counsel and upon review of the documents.

Ms. Christen Smith asked for clarification regarding whether CVT was made aware of the committee's timeline and if CVT refused to provide firm quotes. VP Gularte responded that CVT does not provide firm quotes until late May or June. There was a discussion at the May 1 Committee meeting about contacting CVT, and VP Gularte responded that she would not contact any provider as it was the broker's responsibility, not HR or anyone else. The Board ultimately has the authority to sign the contract and it is approximately \$6 or \$7 million, and that Board has to make that decision. The District utilizes the services of an individual who has the information and history about working with benefits. Mr. La Bounty made the contact with CVT for additional information at the request of the Committee.

The questions asked and responses received included:

- The Committee asked CVT to confirm the illustrative rates as final rates. CVT responded that its process is to provide final renewal rates to existing Districts with CVT; after which all illustrative quotes will be revised to final

guarantee premiums at that time. CVT cannot guarantee that the premiums and plans provided will not change after the requote is completed. CVT reserves the right to change the rates and plans.

- CVT will not alter or modify contracts. Its contracts are standard for all Districts participating. Contracts are standard and are the same for all districts participating in CVT. Contract language will not be modified or changed. VP Gularte added that this was a concern last year.
- CVT does not provide reserve history. Audit financials were provided. CVT stated that all other information is proprietary and not available.
- Regarding blended or unblended premiums, CVT responded that using blended or unblended rates is the choice of the District and collective bargaining units. CVT will not unblend rates unless instructed to do so via a jointly executed letter. VP Gularte stated that unblended premiums could affect retirees negatively.
- Regarding the company's formal governance documents, CVT responded that a formal governance document is not publically available.

The above information was provided to the Committee for consideration prior to making its recommendation.

President Kinnamon reiterated the Committee's recommendation. VP Gularte confirmed that the deadline for proposals was April 14 and that CVT's final rates and plans would not be available until late May or early June. CVT provided "illustrative" rates and the other responsive groups provided final rates and final plans.

At the May 8 Committee meeting, by majority vote, it was decided that the committee's recommendation to the President was to wait for final quotes from CVT in order to be able to make a decision on behalf of the members' constituency groups.

VP Gularte reiterated a statement made at the Committee meeting, that not making a recommendation for a provider means that benefits will remain status quo.

Denise Diamond stated that the discussion for this action item has lasted more than 15 minutes and the item does not meet the definition of an action item. As one of the key issues seems to be about the RFP, there are other pieces of info that need to be known. VEBA provided a quote but was past the deadline and the committee did not see it. There was little response to the RFP, and often when that happens in other domains, we go out again. RFP should have been sent out again when responses were low. The Committee agreed to meet again in order to listen to the rates. Why? We are aware other Coachella Valley school districts have joined CVT. We thought it was useful in order to try to get healthy quotes and competitive prices, which is what we are trying to do for our various constituency groups. Members of CPC should have a copy of the timeline. There is a Board meeting in June and July. The open enrollment for the current plans is October 1. One of the things we have learned last year, having sat on the Health and Welfare Committee for six or

more years, the enrollment date can be adjusted to meet the various constituent groups. The Committee has worked very hard to ensure informational meetings for constituents for open enrollment. Ms. Diamond stated that her role in representing faculty is to work to get the best plan at the most cost effective level. She does not concur with the analysis. The increased rates with the current plan would create difficulty to meet the current contractual language of having a plan that meets the District's cap. With the increase in rates next year, the full time faculty would have the HMO. It is not the experience of full-time faculty to utilize the HMO plan; HMOs are low usage among faculty. In an effort to get the most information, since CVT is the only that provided quotes, seeing how we don't want to enter into a confused discussion about final quotes and illustrative quotes, we are more than willing to meet again in June to listen, understand, and be better informed to choose rich and positive plans since we are all in this together. This does not compromise the timeline, because the Board meets in June and July.

President Kinnamon remarked the timeline might work for the Board of Trustees's meeting; however, until the recommendation is vetted by CPC and gets its endorsement, a recommendation will not be presented to the Board of Trustees. The CPC timeline is critical and a serious part of the process. President Kinnamon stated that he appreciates Ms. Diamond in her role representing the full-time faculty, as we go through this process, we have the role to make sure that all constituency groups are being provided information and hear what is being considered before it goes to the Board, including classified, leadership, retirees, and other groups. The recommendation is to wait until rates are published, and in doing so we will move forward with status quo if that is approved today until a time CPC approves making a different recommendation that he would carry to the Board of Trustees.

Denise Diamond asserted that a policy or guideline that states that these have to be done with CPC is not past practice, and contrary to our understanding of our Collective Bargaining Agreement. We are not obligated to a CPC timeline. Health benefits are negotiable, and we do that at the table. The recommendation at the table is delayed because it provides additional conversation for CSEA and faculty members that meets the wide range needs. As it relates to retirees and health and welfare, we asked the District for bullet points and information of what the other issues the District wants us to be aware of with CVT so we can express those to our constituency group. We are knowledgeable that other Coachella Valley schools use them.

President Kinnamon reiterated that the CPC is where he plans to vet the recommendation. Health benefits are critical to all of the employees. A decision will not be made over the summer, to prevent employees from having a surprise when they come back in the Fall, and a significant change for employees while they are gone. Everyone will be a part of the dialog and he will consider and respect input on benefits.

President Kinnamon informed CPC that the recommendation on the table is to wait until the rates are published. President Kinnamon confirmed this was a first reading of the item.

	<p>Lauro Jimenez asked there were any documents of the information available for the first read. VP Gularte informed CPC that the first reading was the recommendation of the committee.</p> <p>There was a question regarding the committee meeting during the summer. VP Gularte confirmed that the committee has met more than required per the charter, and there are dates calendared for over a year.</p> <p>There was a question by Mary Lou Marrujo on the rate comparison between CVT and SISC. VP Gularte stated that when there is a comparison of the final rates last year to illustrative rates this year, CVT's rate increase will be 9% and SISC is a 6% rate increase. Lauro Jimenez stated that he did a comparison, and his analysis was a 3% rate increase from CVT not a 9% increase. Mr. Jimenez requested that information be published to the college. Mr. Jimenez believes the CVT quote was \$300,000 which includes the \$50,000 to broker, and the SISC quote is \$372,000.</p> <p>Christen Smith called time on the item.</p>		
CONCLUSION	<p>President Kinnamon stated that the Health and Welfare Committee's recommendation to the Superintendent/President is to delay the recommendation until CVT provides rates in late May or June – First Reading.</p> <p>Motion carries with 15 votes in favor, 6 against, and 1 abstention.</p>		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.			
<b>3.0 INFORMATION/DISCUSSION ITEMS</b>			
<b>3.1 Staff Prioritizations Results</b>			
DISCUSSION	<p>The Staff Prioritization Committee met on April 28<sup>th</sup>, 2017 to prioritize and rank 26 staff positions. One staff position was removed because it was determined to be a faculty stipend position. The committee approved to override the MASC position.</p> <p>The final ranked staff list can be found on the Office of Institutional Effectiveness &amp; Planning webpage include the staff requests from the Dean &amp; VP areas. The committee can override. There was an override for the math position.</p> <p>VP Nery thanked the Staff Prioritization Committee. The ranked list is forwarded to the Superintendent/President as a recommendation for 2017-18.</p> <p>Lauro Jimenez extended his appreciation to VP Nery and President Kinnamon for bringing the staff prioritization process full circle. This process is improving.</p>		
CONCLUSION	None.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.			
<b>3.2 Equipment Prioritization Results</b>			
DISCUSSION	<p>The Equipment Prioritization Committee met on May 5th, 2017. The committee consists of 32 members from the executives, senate executives, Deans,</p>		

	<p>department chairs, and one CSEA representative. At the meeting, VP Howell shared an update on funds available for instructional and non-instructional equipment. The estimate is less than \$500,000. VP Howell and John Ramont will share the latest update.</p> <p>The committee approved to forward the high instructional equipment requests to the Superintendent/President. The medium and low lists will not be considered for funding regardless of funding. Those requests should be placed on the upcoming PRU process. The high non-instructional equipment list was prioritized. The final ranked list will be presented at the next CPC meeting.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.3 Board Policy 1101 College Superintendent/President</b>			
DISCUSSION	Changes were made to formatting only.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.4 Board Policy 2010 Board Membership</b>			
DISCUSSION	Changes were made to conform to CCLC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.5 Board Policy 2360 Minutes</b>			
DISCUSSION	A sentence was added in the last paragraph to conform to CCLC. Lauro Jimenez stated that documents are not searchable; thus, does not meet requirement(s).		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.6 Board Policy 2365 Recording Board Meetings</b>			
DISCUSSION	The education code has been updated.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.7 Board Policy 2717 Personal Use of Public Resources</b>			
DISCUSSION	There were no changes. This review is part of the annual cycle.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.8 Board Policy 2720 Communications among Board Members</b>			
DISCUSSION	A sentence was added to conform to CCLC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.9 Board Policy 2740 Board Education</b>			
DISCUSSION	A reference section was added to conform to ACCJC Standards.		

CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.10 Board Policy 3200 Accreditation</b>			
DISCUSSION	A reference section was added to conform to ACCJC Standards. This review is part of the annual cycle.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.11 Board Policy 3250 Institutional Planning</b>			
DISCUSSION	Corrections based on the language required by CCLC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.12 Board Policy 5021 Health Insurance for International Students in F-1 Visa Status</b>			
DISCUSSION	Changes to the Director of International Education.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.13 Board Policy 5050 Student Success and Support Program</b>			
DISCUSSION	Changes to the title as amended by CCLC. Added the accreditation standard to the reference section.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.14 Board Policy 5110 Counseling</b>			
DISCUSSION	Added the accreditation standard to the reference section.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.15 Board Policy 5150 Extended Opportunity Programs and Services</b>			
DISCUSSION	Minor changes to specify wording only.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.16 Board Policy 5205 Student Accident Insurance</b>			
DISCUSSION	The additional language was removed to reflect CCLC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.17 Board Policy 5300 Student Equity</b>			
DISCUSSION	This review is part of the annual cycle.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			

<b>3.18 Board Policy 5410 Associated Students Elections</b>			
DISCUSSION	Correction to 6 semester units and not five. Update additional reference.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.19 Board Policy 5420 Associated Students Finance</b>			
DISCUSSION	Correction to the title of the administrator in charge. This review is part of the annual cycle.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.20 Enrollment Management Committee charter</b>			
DISCUSSION	The Committee has worked very hard this past year. The members agreed to change the meeting schedule from twice a month to once a month on the second Wednesday of the month.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.21 Budget Sub-Committee Update</b>			
DISCUSSION	<p>The Committee has been working on the Fiscal Stability Indicators. This is an objective tool to evaluate how we are doing. The document is a five-year trend. The indicators are aligned with IEPI goals. There were two or three IEPI indicators required this year.</p> <p>The May Revised Budget was discussed by the Committee. The PERS rate was revised downward. COLA was revised upward. The tentative budget is adopted in June using the May Revised Budget. The actual State budget is adopted before July 1<sup>st</sup>. In August or September, the College will adopt the final budget.</p> <p>The budget projections are done by March 1<sup>st</sup>. Changes are minimal for the May Revised budget. The budget development process is completed when there is participation. John Ramont has met with leadership to review expenses.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.22 Facilities Advisory Committee Update</b>			
DISCUSSION	<p>VP Howell was in Mecca in the morning to receive the dome. A brand new enclosure was approved by the Committee to house the dome.</p> <p>The next meeting is next Monday the 15<sup>th</sup> of May to kick off the Facilities Master Plan (FMP). Consultants have been selected to support the Committee to complete the FMP. The FMP will align with the Educational Master Plan. There will be more opportunities for everyone's feedback in the Fall. The FMP will be the blueprint for the next five years.</p> <p>Current facilities projects:</p>		

	<ul style="list-style-type: none"> <li>• The Transfer Center has a number of projects to begin work in the summer. They will relocate to classroom 237.</li> <li>• Renovation of PSA 16 for the computer lab is underway.</li> <li>• Renovation of the 2<sup>nd</sup> floor diesel mechanic building.</li> <li>• Additional space in the bookstore was approved by the Committee. The bookstore uses a small area in the back for storage. This is unsafe. Plans are to provide a portable building across the parking lot. An update will be provided.</li> <li>• The renovation of the old art building has been completed.</li> <li>• The mailroom and warehouse receiving area will relocate into renovated space. An update will be sent to inform the College.</li> </ul>	
CONCLUSION	None.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.		
<b>3.23 Bookstore Advisory Committee Update</b>		
DISCUSSION	<p>Dean Goetz of the Bookstore is working on a new program to provide easier access for students. There were some IT concerns the Committee is working through. There is a list of textbook adoptions each semester. VP Howell asked for the lists from faculty to be sent immediately.</p> <p>Each school has its own process to submit book orders. Some faculty submit their book orders directly to the Bookstore while others submit to the administrative assistant. A standard process and timeline across schools should be consistent.</p>	
CONCLUSION	The Deans Committee will work to establish a standard book order.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The Deans Committee will work to establish a standard book order.	VP Ralston	ASAP
<b>3.24 Health and Welfare Committee</b>		
DISCUSSION	No update.	
CONCLUSION		
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.		
<b>3.25 Assessment of Planning &amp; Outcomes</b>		
DISCUSSION	<p>The Committee met at their last meeting on 5/11/17. The committee discussed Institutional Outcomes to be measured as students take more credits. As students take more classes they learn more. The Committee will review the results from this graduating class.</p> <p>The CPC survey was sent this spring. A presentation of the results will be made this Fall. The results were surprising because the improvements were significant. Analysis of the results and any recommendation will be made to Outreach and Training Subcommittee.</p> <p>The survey results from the Faculty Prioritization Committee was reviewed. Work will continue to help improve the process.</p>	

	<p>The original Staff and Equipment Survey was reviewed. A survey will be sent in the Fall to assess the process to improve the process.</p> <p>The final discussion item is to revisit the PIE Handbook. APO committed to revisit the PIE Handbook to place sections which might have been overlooked.</p> <p>In the Fall, Outreach and Training Subcommittee will provide a required training to CPC members on how to effectively participate in a committee. Outreach and Training approved to allow off-site persons to participate in CPC via video conference. A formal recommendation will be at the next CPC meeting.</p>	
CONCLUSION	None.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.		
<b>4. Good of the Order:</b> CPC member Arturo Delgado was recently elected as Student Trustee.		
<b>5. Adjournment:</b> 11:54am		
<b>Next Meeting:</b> Friday May 26th, 2017   10:00 AM - 12:00 PM		<b>Location:</b> Cravens Multi-Purpose Room

DRAFT