



College Planning Council
Minutes for Friday, May 22nd, 2020

10:00 am – 12:00 pm

Cravens Multi-Purpose Room

Meeting Participants

Committee Members Present

Joel Kinnamon, Kim Dozier, Pablo Romero, Elena Cruz Santoyo, Donna Greene, Andrew Johnson, Michael McJilton, Carl Farmer, Linda Emerson, Juan Moreno Ibarra, Geoff Hagopian, Robert R. Holmes, Arianne Schulz, Michael Gayle, Yazzmine De Leon, John White, Mary Lou Marrujo, Douglas Benoit, Scott Adkins, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Annebelle Nery, Pam Hunter, Daniel Martinez, Ed Reed, Carlos Maldonado, Katie Chartier

Committee Members Not Present

Darlene Romano, Angel Meraz, Keith Prouty, Keanna Garcia, Amanda Phillips

Guest(s)

Jeff Larson, Sai Vang, Gary Plunkett, Cheryl Contopulos,

Recorder

Kayci Lydeen

Meeting Minutes

1. Call to Order/Roll Call

- 10:00am

2. Action Items

2.1 Approval of Agenda

- Agenda approved as presented.

2.2 Approval of May 8, 2020 Minutes

2.2 Conclusion

- May 8, 2020 minutes approved as presented.

2.3 Strong Workforce Steering Committee Description – 2nd Reading (D. Benoit)

- Dr. Nery moved to approve, seconded.
- 2nd reading, no comments or questions received since 1st reading.
- The state is anticipating a 50% reductions in strong workforce in the next cycle of funding. We still have round 3 and 4 of funding to take us through December 2021, the cut in funding would impact the 5th cycle.

2.3 Conclusion

- Motion carried.

2.4 Updated Food Services Advisory Committee Charter – 2nd Reading

- Sheri Willis moved to approve, seconded.
- No changes received between 1st and 2nd reading. No discussion.

2.4 Conclusion

- Motion carried.

2.5 Updated Bookstore Advisory Committee Charter – 2nd Reading

- Sheri Willis moved to approve, seconded.
- No changes received between 1st and 2nd reading. No discussion.

2.5 Conclusion

- Motion carried.

2.6 Noncredit Work Group Recommendations – 2nd Reading

- Sheri Willis moved to approve, seconded.
- No changes received between 1st and 2nd reading. No discussion.

2.6 Conclusion

- Motion carried.

2.7 Administrative Procedure 4105 Distance Education – 2nd

Reading

- Sheri Willis moved to approve, seconded.
- No changes received between 1st and 2nd reading.

2.7 Conclusion

- Motion carried.

2.8 Dual Enrollment Work Group Recommendations – 1st Reading

- Sheri Willis moved to approve, seconded.
- This is the first reading for CPC and recommendations will go to Academic Senate for readings in fall 2020.
- Dr. Nery reviewed the recommendations.
- The workgroup is working on a faculty orientation, student orientation, handbook and evaluation process.
- Changes –
 - Current COD faculty can teach dual enrollment once they have gone through the high school onboarding process. To place under recommendation 10.
 - Recommendations will reflect that the course must meet our minimum hours of college a course requirement embedded in high school calendar.
 - The recommendations or the handbook will capture a general statement of the credentials required for teaching a dual enrollment course.
- By the fall the workgroup should have orientation, a handbook and the evaluation process done.

2.8 Conclusion

- Motion carried.

2.9 Approval to Form a Work Group to develop a Board Policy and Administrative Procedure for Telecommuting

- Sheri Willis moved to approve, second.
- At this time, College of the Desert does not have a Board Policy or an Administrative Procedure for telecommuting. This work group will work over the summer to draft the BP and AP. While the League does not offer a template, there are a number of community colleges who do have well established processes that we can use as models. We want to include both the ideal telecommuting process, where typically employees request to work from home, as well as our current reality process where employees are required to work from home. We will request constituent participation from the appropriate groups. We hope to have drafts by the start of the fall.

2.9 Conclusion

- Motion carried.

3. Information/Discussion Items

3.1 Assessment of Planning and Outcomes Subcommittee Update

- Assessment of Planning and Outcomes Subcommittee met this earlier month and completed all 15+ recommendations except for one. The subcommittee will bring back the original recommendations in fall so that the College Planning Council can decide to create a work group for a staffing plan.

4. Good of the order.

- We are in the process of ordering all the PPE products to get ahead of the mass order from other schools. We are making sure our facilities and protocols are ready for return. We do not anticipate using the

College facilities during the fall and we may have some unique requests from faculty during spring 2021 to keep some courses online or hybrid classes.

- Dr. Kinnamon thanked the faculty and staff for this past year and reminded everyone that today is commencement day.

5. Adjournment

- 10:35am