



COLLEGE *of the* DESERT

College Planning Council

Minutes for Thursday, September 9, 2016	10:04-11:02am	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Christen Smith, Judith Cook, David George, Rick Rawnsley, Maria Jasso, Andrew Johnson, John Learned, Carl Farmer, Linda Emerson, Denise Diamond, Brian Koenig (alternate for Cathy Levitt), Robert Holmes (alternate: for David Bashore), Lauro Jimenez, Mary Lisi, John Ramont, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, Lisa Howell, Mary Anne Gulate, Pamela Ralston, Annebelle Nery, Pam Hunter, Daniel Martinez, Carlos Maldonado, Lisa Soccio	
Members not Present:	Sarah Fry, Courtney Doussett, Student Services/Special Programs Unit Representative to be determined, Katie Chartier, 2 ASCOD representatives vacant,	
Guest(s):	Tony Clerc, Misti Santana	
Recorder:	Sai Vang	

Call to Order: 10:04 am

Handouts that Committee Members received: Budget Update PPT Printouts, Matriculation Advisory Committee charter description, Assessment of Planning & Outcomes Subcommittee charter description (strikeout and clean versions), AP 6250 Budget Management, AP 6300 Fiscal Management, AP 6310 Accounting, AP 6315 Warrants, AP 6380 Vendors, AP 6850 Hazardous Materials and AP 6305 Reserves.

AGENDA

1. Approval of Minutes of May 13, 2016 – Action Item		
DISCUSSION	Dr. Kinnamon introduced the vice chair of the College Planning Council, Academic Senate President Christen Smith.	
CONCLUSION	The minutes are not complete.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
The minutes will be placed on the September 30 th agenda.	Sai Vang	9/30/16
DISCUSSION ITEMS		
2. Budget Subcommittee (L. Howell)		
DISCUSSION	<p>VP Howell prepared a brief presentation on the budget:</p> <p>A full overview of the budget will be presented at the next Budget Subcommittee meeting on 9/12/16 at 3pm in the Presidents Board Room (Admin Building). CPC members are invited to attend.</p> <p>The growth for 14-15 was 7.69%. In 15-16, the growth was 14%. This is the second highest of any community college in the state. Not all growth is real growth year to year. The state recommended for all colleges to grow as much as possible due to the increase in fund. The growth for 15-16 was due to real growth, adjustments to base for the term length multiplier and the rollback 500 FTE from 15-16 summer. VP Howell believes the current target can be met but not ready to make growth projection yet for 16-17.</p> <p>VP Howell said the College is in a good financial standing. FY16-17 budget includes growth in salary and benefits with \$3.1 million deficit for this year's adopted budget. Fund 11 unrestricted in 15-16 ending balance was \$14 million. Fund 12 is in good shape for 16-17 with funds from the Strong Workforce initiative. Fund Balance is often called</p>	

	<p>reserve but it can be many different thing. It includes reserve, one-time/other and board recommended reserve. 16-17 fund balance of \$4 million from the state for one-time funds.</p> <p>In summary, the College will be the fastest growing college in the state. The growth resulted in more sections offered.</p> <p>A question on the status of middle college was raised. VP Howell replied that middle college is at least 10,000 FTEs. The most recent report submitted have the College at 9,053 FTEs. We're close of obtaining Middle College status.</p> <p>Regarding Center status, VP Howell stated that confirmation for Indio is anticipated next July 1st. The District has committed \$1 million is commitment to Desert Hot Springs.</p>
CONCLUSION	None.
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
None.	
3. Assessment of Planning & Outcomes (APO) Subcommittee (A. Nery)	
DISCUSSION	<p>VP Nery thanked all the members of APO for their work on the College Planning Council and Planning & Institutional Effectiveness documents. The binders with the documents are the work and evaluation of APO.</p> <p>According to the long-term planning calendar, APO is to review the mission according to the new accreditation standards. APO met on 9/8/16 to evaluate the mission and will meet again 9/15/16 to recommend a draft to CPC on 9/30/16 as a 1st reading. VP Nery thanked Accreditation Standards co-chair Dr. Doussett and Dr. Martinez for their work in summarizing and identifying areas where our mission did not meet the new standards.</p> <p>Later in the term, APO will evaluate the Enrollment Management Plan, Technology Plan and will make a recommendation on improving the staff and equipment prioritization processes. In addition, APO will review of the committee assessments from last year.</p>
CONCLUSION	None.
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
None.	
4. Outreach & Training Subcommittee (A. Nery)	
DISCUSSION	<p>VP Nery reported that Outreach and Training met on 9/7/16. In that meeting, the committee reviewed the updated CPC Handbook, Committee Page on the Portal, Strategic Master Plan, Planning & Prioritization Quick Reference Guide and the presentation for the mandatory orientation for CPC members (to be on the 9/30/16 agenda).</p> <p>VP Nery reviewed the items in the red CPC binders given to all CPC members. The first document is the CPC Handbook. VP Nery thanked the AOP subcommittee on their work to consolidate the CPC and the PIE process into one single document. The current version of the CPC Handbook is posted on the Portal.</p> <ul style="list-style-type: none"> • Page 11 is a summary of the PRU and Prioritization Process • Page 12 is the overall strategic process • Page 13 is an updated chart of the VP areas and departments they oversee • Page 14 is the annual planning process guide

	<ul style="list-style-type: none"> • On page 15, the highlighted section will be completed by the Outcomes and Assessment committee and will be added once completed • Page 23 is an updated committee structure diagram • Page 62 & 63 is from last year’s chairs retreat and support staff retreat – the agenda and minutes templates was created for consistency for all committee meetings • Page 65 is the new faculty prioritization process • Last page is the integrated planning calendar – modification will be made by the Office of Institutional Planning and Effectiveness and be shared at a later CPC meeting. <p>The second document is the Strategic Master Plan that has been branded and bounded. The five strategic goals will be made into a quick reference guide. The final document is the PRU and Prioritization Quick Guide. Beginning next week, Outreach & Training members will be at departments, committees and other college meetings to provide training on the guides, the college planning processes, and CPC.</p> <p>Sheri Willis is a member of Outreach and Training and had provided training to the IT department this morning.</p> <p>VP Nery provided an overview of the changes to the committee pages on the portal. All committees have should have a consistent look on the front page. Their role and product from the CPC Handbook is provided, the membership is listed, and if they have a plan/handbook a direct link is provided. In addition, folders (agendas, minutes, handouts) have been standardized and organized by academic year. A request has been made for all committees to build their 16-17 folders. In October, a follow-up for updated membership will be made for 16-17.</p> <p>The Office of Institutional Effectiveness and Planning is working on a public webpage that will go live soon. The CPC page is transitioning to a public site along with the PRU and Prioritization documents.</p> <p>CPC members will go through the mandatory CPC training. Jessica Enders and David Bashore will train CPC on 9/30/16. Invitations will be sent for everyone to attend the CPC training.</p> <p>Any changes to the documents should be sent to Sai Vang. For example, the Academic Calendar Committee should be checked as Other. Denise Diamond asked if it should be checked as a collective bargaining item because it is in the CODAA contact. Dr. Kinnamon shared that all committees are consultation to CPC.</p> <p>Lauro Jimenez suggested that the CPC agenda should be sent to the entire college because it would be great for accreditation. VP Nery will take the suggestion to the next Outreach and Training meeting.</p> <p>Dr. Kinnamon expressed this appreciation all the work completed.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
Bring suggestion for CPC agendas to be sent to the entire college.	VP Nery	Outreach and Training 11/2/16	
5. Health & Welfare Committee (J. Kinnamon)			
DISCUSSION	Dr. Kinnamon introduced VP Gularte who will be the chair of the Health & Welfare Committee.		

CONCLUSION	None.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
None.			
ACTION ITEMS			
6. Matriculation Advisory Committee description – 2nd reading (A. Phillips)			
DISCUSSION	<p>Motioned: VP Ralston motioned to approve the 2nd reading of the Matriculation Advisory Committee description, seconded.</p> <p>VP Nery thanked Amanda Phillips for chairing the committee in 15-16. The committee should be chaired by the Vice President of Student Success. For 16-17, VP Nery will be the committee's chair.</p> <p>VP Nery requested the 2nd reading postpone to reconvene and refresh the changes to the description.</p> <p>All voted in favor.</p>		
CONCLUSION	2 nd reading of the committee description will be postponed to the 9/30/16 meeting.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
Committee will review the committee description.	VP Nery	Before next CPC meeting 9/30/16	
7. APO Subcommittee description – 1st reading (A. Nery)			
DISCUSSION	<p>Motioned: Amanda Phillips motioned to approve the 2nd reading of the APO subcommittee description, seconded.</p> <p>The updated charter description was completed last fall but forgot to bring to CPC for approval. The handouts include a strikeout version and a clean version. APO added "planning and effectiveness process to evaluation and modification". Changed were made to make generic titles for membership.</p> <p>Lauro Jimenez asked for clarification on the co-chairs.</p> <p>Term lengths were not included but should be modeled after Enrollment Management Committee.</p> <p>All voted in favor.</p>		
CONCLUSION	<p>APO's next meeting agenda will include clarification on co-chairs and term lengths.</p> <p>Send other feedback to Sai Vang.</p> <p>2nd reading at 9/30/16 CPC meeting.</p>		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
APO to review co-chairs and term lengths at next meeting.	VP Nery	9/29/16	
8. AP – 1st Reading			
DISCUSSION	<p>Motioned: Lisa Soccio motioned to approve the 1st reading of the Administrative Procedures, seconded.</p> <p>AP 6250: no changes AP 6300: no changes AP 6310 and 6315: needed to be realigned AP 6380: Added Civic Center Act reference to rental fees</p>		

	<p>AP 6850: The Community College League of California (CCLC) requires the reference in the AP. AP 6850 was sent for a legal opinion and the changes made reflect the CCLC requirements. The safety committee has not reviewed AP 6850.</p> <p>AP 6305: no changes</p> <p>All voted in favor, these procedures were approved for a second reading.</p>	
CONCLUSION	None.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		

ADJOURNED 11:02am.

Next Meeting: 9/30/16 from 10am- 12pm in the Cravens Multipurpose Room.