

COLLEGE PLANNING COUNCIL

MINUTES

SEPTEMBER 25, 2015 10:00AM – 12:00PM

CSSC MPR

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

10:00 AM

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: AP 2015, AP 7120, Senate Resolution 5.7

Agenda topics

1. APPROVAL OF MINUTES OF SEPTEMBER 11, 2015

DISCUSSION	None.	
CONCLUSIONS	Minutes were approved with no corrections noted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

DISCUSSION ITEMS

1. WATER CONSERVATION TASK FORCE L. HOWELL

DISCUSSION	VP Lisa Howell reported on the water conservation task force that includes members of various groups from across valley that share experiences with their conservation efforts, as they are all concerned with penalties. COD water usage needs to be reduced/conserved by 25%. Jason Arebalos, Director of Maintenance, has been attending these meetings and they meet quarterly, and is open to others who would like to attend.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

2. BOOKSTORE UPDATE L. HOWELL

DISCUSSION	VP Howell reported that the Bookstore Advisory Committee will meet on 10/6/15, 4 – 5 pm in the President’s Board room, that this is a CPC subcommittee and has vacancies if anyone is interested in joining.	
CONCLUSIONS	None.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

3. BUDGET
SUBCOMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported the committee met on 9/14/25, where she shared budget information, and reported that this group is lively and fully engaged.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

4. GREEN COUNCIL UPDATE

L. HOWELL

DISCUSSION	<p>VP Howell reported that the council met on 9/22/15, and the group of 25 members are very engaged. The council learned that there may be an opportunity to earn money by advertising with recycling bins, and they received a presentation on water conservation efforts. Jose Rodriguez of ASCOD is co-chair and is running the meetings. The meetings are open, and the council meets monthly.</p> <p>VP Howell further reported on Food Services, reporting that the committee is scheduled to meet on Thursday, 11/12/15, and turnout and support is appreciated. VP Howell briefly shared the committee structure.</p> <p>VP Howell also reported the Facility Advisory Committee will meet on Friday, 10/9/15 from 1-2 pm in the President's Board Room, and the discussion topic will be available facilities.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

5. BSI UPDATE

A. NERY

DISCUSSION	Dr. Nery reported that the workgroup met and provided feedback for the completed BSi plan and it went to Academic Senate for review; 1 st reading was approved by Academic Senate yesterday. A faculty co-chair will be elected at their next meeting, and Dr. Nery reported they will be assessing ongoing activities. The current draft under review will be posted on portal under BSI, and a notification will be send out.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

6. SSSP PLAN UPDATE

A. PHILLIPS

DISCUSSION	Amanda Phillips reported that Credit SSSP is in its second year with activities from the first year carried forward and the addition of a budget for faculty advising and an Evaluator for incoming transfer students. Previously evaluations were reserved only for graduation purposes.
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	Ms. Phillips reported that this is the first time COD has created a Non-Credit SSSP Plan. It is not an addition to the other plan, but its own complete plan and budget. Non-Credit programs have to plan and report on the same services of Orientation, Assessment, Counseling and Educational Planning and At-risk Follow-up.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

7. TRANSFER ADVISORY
COMMITTEE UPDATE

A. PHILLIPS

DISCUSSION	Ms. Phillips reported that this group has not met, so there is no report at this time. They are still attempting to recruit a transfer coordinator. Dr. Kelly Hall requested bringing this position forward to Executive Cabinet for discussion, stating that the job duties and compensation should be revisited. No applications for this position have been received to date. Dr. Hall requested bringing this item back to CPC after it has been reviewed by Cabinet.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

8. ADMINISTRATIVE
COMPUTING COMMITTEE

S. WILLIS

DISCUSSION	Sheri Willis reported that she has gone through training on CPC. Ms. Willis stated that after the discussion about changes in membership in the Administrative Computing committee, she would like to take the suggestions from the CPC group back to the committee, and bring the committee's recommendations back to CPC as an action item.	
	Ms. Willis reported that this committee typically deals with administrative system and evaluates how they are being used. They have been working on other projects as well, including revising procedures on email use. These are projects for the year. Thanked the student member on the committee.	
CONCLUSIONS	Ms. Willis will take CPC's recommendations to Administrative Computing committee and will report back to CPC.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Administrative Computing Committee's Suggestions for membership	Sheri Willis	10/30/15

9. APO

D. MARTINEZ

a. COMMITTEE ASSESSMENT
b. PRIORITIZATION
ASSESSMENT

DISCUSSION	a. Dr. Martinez reported that they conducted an assessment of committees at their last meeting, as well as reviewed processes.	
	b. The prioritization survey was approved, and the results will be going out next week. Elise King	

	asked what the process is for the prioritization assessment. Dr. Martinez reported that the results will be summarized and reported back to CPC to ask for suggestions, and it will be changed or modified based on input and feedback. Dr. Hall commented that communication will be important as prioritization is a subject that faculty is greatly interested in, and the communication that goes out with the survey along with explanations on how results will be used should be considered. Denise Diamond recommended that the survey has a section that allows for additional comments, such as an "other comments" section.
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10. INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

D. MARTINEZ

DISCUSSION	<p>Dr. Martinez attended the last Academic Senate meeting and provided them with information on this initiative. During the meeting, the senators were asked to take framework or indicators back to their constituents and report back on October 8 with the input. The Academic Senate is concentrating on the academic sections, and will provide a list of recommendations to bring to CPC. Dr. Martinez reported that the results will need to be reported by the end of the June 2016 fiscal year. Denise Diamond asked for clarification on the committees, and asked where auxiliary is in the structure. Dr. Nery stated that the auxiliary is not part of CPC. Dr. Kinnamon and VP Howell reported that they are working on updating the Auxiliary manual.</p> <p>As part of this discussion, Denise Diamond requested on behalf of CTA the documentation for this board as it is not located on the portal. President Kinnamon stated that this request is outside the scope of this meeting.</p>	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

ACTION ITEMS

11. END USERS GROUP

D. MARTINEZ

DISCUSSION	<p>Dr. Martinez reported that the purpose of this group is to collect and provide End User Group data to various constituents. Dr. Hall reported that David George provided feedback to her in his absence, and that the School of Applied Sciences is in favor of reviving this group.</p> <p>Dr. Kinnamon asked for a motion to approve the revival of committee. Courtney Doussett made the motion, and the motion was seconded.</p> <p>Discussion – Lauro Jimenez made a motion to amend the original motion to approve revitalization of the group subject to clarifying the purpose of the End User Group, and the motion was seconded. Lauro Jimenez suggested forming a task force to review and amend the charter. Dr. Kinnamon called for a vote on approval of the motion to amend the original motion of approve revitalization of the group contingent on clarification of its purpose in its charter. Dr. Kelly Hall conducted a roll call vote. Diane Wirth asked for clarification of what the group is designed to do, and Dr. Kinnamon read the role of the committee. With a vote of 15 members voting no – 7 members voting yes, the motion failed.</p> <p>The CPC then voted on the original motion, with all members voting in favor of reviving the group and updating the group’s charter at a later time. Motion carried unanimously.</p>	
CONCLUSIONS	End User Group will be revitalized.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Revitalization of the End User Group.	D. Martinez	TBD

12. ADMINISTRATIVE PROCEDURES

- a. AP 7210
Recruitment and Hiring

D. WIRTH/J. KINNAMON

DISCUSSION	AP 7120 Recruitment and Hiring	
	<p>Dr. Kinnamon reported that staff has been reviewing policies and procedures to determine which are current, and which are up for review next year. Several were due to be reviewed several years ago. Staff has identified that many of the policies have been updated, but some corresponding procedures may have not been. Policies are to be updated every five years. Dr. Kinnamon read the process on board policies and stated his office is responsible for updating 20% of COD's policies and procedures per year, and that many will be coming forward for review over the next several months.</p> <p>Dr. Kinnamon reported that as a member of the CCLC policy program, they provide policy and procedure updates to COD, and those policies requiring Board approval will be sent to the to the Board. With regard to AP 7120-Recruitment and Hiring, the reference to the accreditation standard has been updated, but there have not been any changes to the content. Dr. Hall reported that the Academic Senate has been providing feedback to policies and procedures as well, and they are in the process of discussing AP 7120. Academic Senate members have drafted a resolution, which was distributed to the CPC committee for review. The resolution was given a first reading at the Academic Senate, but it has not been through a final vote. Dr. Kinnamon reported that this will serve as a first reading through CPC, and requested that everyone take the draft back to their constituents to gather feedback.</p> <p>There was discussion regarding the CPC Handbook; Dr. Nery reported that there have been revisions made to the CPC Handbook and the most recent version is located on the portal and is available to be reviewed prior to the next CPC meeting. Page 28 of the handbook discusses the purpose of the College Planning Council. Dr. Kinnamon stated that CPC Handbook binders can be made for the CPC members and will be provided at the next meeting.</p> <p>Dr. Hall reported that current practice is not reflected in the AP 7120 procedure, and is asking for input and updates from the CPC committee. Lauro Jimenez inquired if Human Resources is providing updates for this procedure, and Dr. Kinnamon commented that updates will come from this committee and constituent groups. Diane Wirth, Interim VP Human Resources, recommended that the procedure could be taken to constituent groups for their input and Human Resources would merge the changes with any legal updates. Dr. Kinnamon asked VP Wirth to also include current practice in the procedure and to provide the updates to the CPC committee.</p> <p>The CPC committee decided to table this item until such time that VP Wirth and Human Resources has had an opportunity to update the procedure to reflect current practice. The procedure will be brought back to CPC at that time.</p>	
	CONCLUSIONS AP 7120 will be tabled until updates are provided by VP Wirth.	
	ACTION ITEMS	PERSON RESPONSIBLE
1. VP Wirth will provide updates to the procedure and will report back to CPC.	VP Wirth	TBD

- b. AP 2015 STUDENT MEMBERS

D. WIRTH/J. KINNAMON

DISCUSSION	AP 2015 Student Members	
	<p>Dr. Kinnamon reported that the procedure was due to be reviewed in 2013, but did not occur. He asked the CPC committee to review and to forward any feedback for updates. Lauro Jimenez suggested modifying this section: "Receive compensation for travel expenses within the State of California; attendance at these activities must be justified and approved by the Board of Trustees in advance of the travel."</p>	
CONCLUSIONS	This was the first reading of AP 2015. The second reading will take place at the next CPC meeting.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Accepted as first reading.	President Kinnamon	10/30/15

NEXT MEETING – OCTOBER 30, 2015, CSSC MPR, 10 am – 12 pm
