



<b>College Planning Council</b>		
<b>MINUTES FOR October 26, 2018</b>	<b>10:00am – 12:00pm</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Carl Farmer, Darlene Romano, Pablo Romero, Ken Larmon, Angel Meraz, Andrew Johnson, Michael McJilton, Anthony Tesch, Linda Emerson, Kimberly Brooks, Denise Diamond, David Bashore, Robert Holmes, Michael Gayle, Lily Casas, Yazzmine De Leon, Larissa Chavez, Mary Lou Marrujo, Leslie Young, Amanda Phillips, Scott Adkins, Andrea Staehle, Annebelle Nery, Jeff Baker, Pam Hunter, Daniel Martinez	
<b>Members not Present:</b>	Joel Kinnamon, Sarah Fry, Donna Greene, John Mosser, Sheri Willis, John Ramont, Carlos Maldonado, Katie Chartier	
<b>Guest(s):</b>	Tim Nakamura, Jeff Larson, Karen Tabor	
<b>Recorder:</b>	Sai Vang	

**AGENDA**

<b>1. Call to Order:</b> 10:05am - President Kinnamon, VP John Ramont and Dr. Mosser were absent due to their attendance at the Indio State of the City. VP Nery chaired the meeting along with co-chair Carl Farmer.		
<b>2. Action Item(s)</b>		
<b>2.1 Approval of Agenda</b>		
DISCUSSION	None.	
CONCLUSION	Agenda approved as presented.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.1 Approval of October 12<sup>th</sup>, 2018 Minutes</b>		
DISCUSSION	None.	
CONCLUSION	Minutes approved as presented.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.3 Academic Calendar Committee Charter – 2nd Reading</b>		
DISCUSSION	Michael McJilton motioned to approve the Academic Calendar Committee Charter – 2 <sup>nd</sup> Reading, seconded.  The updates to the charter include acronyms, a student representative was added, and designees were added to each member to reduce cancellation of meetings.	
CONCLUSION	Motion carried unanimously.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.4 Budget Subcommittee Charter - 1st Reading</b>		
DISCUSSION	Amanda Phillips, motioned to approve the Budget Subcommittee Charter - 1st Reading, seconded.	

	<p>Language was change to remove the specific reference of a particular CPC Handbook. A suggestion was made to modify the verbiage to “the current CPC Handbook” instead of removing the specific year of the CPC Handbook.</p> <p>At the 10-25-18 APO meeting, a review of the Budget Subcommittee’s charter reference one of the products which the committee will “<i>communicate an estimate number of positions funded no later than October 15</i>”. Due to the new timeline with the PEP-Ups due in March and faculty prioritization occurring in September, the FON number is not available until October or November. APO will make a formal recommendation at a later time.</p>
CONCLUSION	Motion carried unanimously with the amendment to modify the verbiage to “the current CPC Handbook”.
<b>FOLLOW-UP ITEMS</b>	
Modify the verbiage in the charter	John Ramont
<b>2.5 Administrative Procedure 5030 Fees – 1st Reading</b>	
DISCUSSION	<p>Scott Adkins motioned to approve Administrative Procedure 5030 Fees – 1st Reading, seconded.</p> <p>Administrative Procedure 5030 Fees is a new legally required procedure. The language in red are recommendations from the Community College League of California (CCLC) and the blue is the local policy. The procedure was reviewed by the dean of Enrollment Services, the A&amp;R and Financial Aid directors, and the Bursar’s Office. The fees primary effects ASBU and HSED programs. The deans of the two schools also reviewed the procedure.</p>
CONCLUSION	Motion carried unanimously.
<b>FOLLOW-UP ITEMS</b>	
<b>2.6 Administrative Procedure 5031 Instructional Materials Fees – 1st Reading</b>	
DISCUSSION	<p>Scott Adkins motioned to approve Administrative Procedure 5031 Instructional Materials Fees – 1st Reading, seconded.</p> <p>Administrative Procedure 5031 Instructional Materials Fees is a legally required procedure. The language in red are recommendations from CCLC and the blue is the local policy.</p>
CONCLUSION	Motion carried unanimously.
<b>FOLLOW-UP ITEMS</b>	
<b>2.7 Deletion of Administrative Procedure 5032 Fees for Off-Campus Laboratory Experiences – 1st Reading</b>	
DISCUSSION	<p>Michael McJilton motioned to approve Deletion of Administrative Procedure 5032 Fees for Off-Campus Laboratory Experiences – 1st Reading, seconded.</p> <p>Administrative Procedure 5032 Fees for Off-Campus Laboratory Experiences has been incorporated into Administrative Procedure 5031. It was created by the college and is not legally required. The deans of ASBU and HSED reviewed the procedure.</p>
CONCLUSION	Motion carried unanimously.

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3. Information/Discussion Item(s)</b>			
<b>3.1 Board Policy 5030 Fees</b>			
DISCUSSION	Board Policy 5030 Fees is the corresponding policy to Administrative Procedure 5030 Fees. The red text are the required Ed Code. To be consistent, the blue text references the regulation for each of the fees. Language from Administrative Procedure/Board Policy 5032 are incorporated in blue text.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.2 Deletion of Board Policy 5031 Fees for Off-Campus Laboratory Experiences</b>			
DISCUSSION	Board Policy 5031 is the corresponding policy to Administrative Procedure 5032. The recommendation is to delete the policy along with the procedure.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.3 Safety Committee Update</b>			
DISCUSSION	<p>Safety Committee co-chair Tim Nakamura provided a Committee update. For the past year, the Committee has been working to update the Safety Plan. The objective is to make the Plan more user friendly. The Plan has been finalized and forward to Executive Cabinet for review. The plan will then come to CPC for review. One of the changes in the Plan is the new ALICE Active Shooter Training.</p> <p>The ALICE training is a new standard for the college. ALICE requires the college to be more active in an active shooter situation. There has been over 26 ALICE in-person trainings since August. Participants who have completed the in-person training have said that it is eye-opening, empowering, and a life-changing experience. The goal is to have every college employee complete the online certification and in-person training.</p> <p>The ALICE in-person training is a 4-hour session. Trainings can be scheduled for departments and/or specific constituent groups by contacting Tim or Jill Probst in the Public Safety Department.</p> <p>CPC shared concerns/issues to Tim for the Safety Committee. Moving forward the Safety Committee will provide regular updates to CPC.</p>		
CONCLUSION	A list of scheduled ALICE in-person trainings will be sent to CPC to forward to their constituents.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Obtain scheduled ALICE in-person trainings from Jill Probst and forward to CPC.		Sai Vang	ASAP
<b>3.4 Facilities Advisory/Facilities Master Plan Task Force Update</b>			
DISCUSSION	The Facilities Advisory Committee met on October 15 <sup>th</sup> . On the public website is the updated Facilities Master Plan presentation from the consultants. VP		

	<p>Ramont will make a formal presentation to CPC. The Academic Senate took action to approve the plan at their last meeting.</p> <p>The plan is a general map of the facilities for the next few years. The general plan includes proposals for demolition of buildings, change use of some buildings, a student union, creation of an art district/complex, converting the diesel mechanic area into a parking lot, and much more.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
<b>3.5 Assessment of Planning and Outcomes (APO) Subcommittee Update</b>	
DICUSSION	<p>APO met on 10/25/18. APO is currently reviewing the staff and equipment prioritization surveys. There was too small of a sample size (30 responses). The majority of the responses were from classified staff. The responses were too few for APO to make a recommendation. They considered resending the surveys, however, with the change from the PRU to the PEP-Ups and the recent deadline of the PRUs, APO felt there would be confusion. APO will review the open-ended responses to identify themes and aggregate the classified staff responses for trends to make recommendations for spring.</p> <p>APO reviewed last year's survey results from Faculty Prioritization. A survey will be sent to all faculty and management to complete. This will be the first time a survey will be sent soon after the funded positions were announced. The survey will be sent not later than Monday, October 29<sup>th</sup>.</p> <p>Kim Dozier, Chair of Outcomes and Assessment Committee (OAC), will take the faculty prioritization survey and her experience in the process to OAC for feedback to improve the evaluation.</p> <p>President Kinnamon sent the college announcement for funded staff, faculty, and equipment. The faculty and staff lists are living lists. If there are additional needs or funds identified, he will go back to the living lists.</p> <p>Lastly, APO reviewed the 5-year baseline data of the Strategic Master Plan Goal 1: Student Success that aligns with the Chancellor's Office Vision of Success 6 goals. After a final review of the data, APO will make a presentation to CPC and the Academic Senate. Some of the outcomes are directly or indirectly tied to the new funding formula.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
<b>3.6 Equity Committee Update</b>	
DICUSSION	<p>Equity Committee met on 10/24/2018. They reviewed the recent disproportionate impact study. The Committee reaffirmed that Latinos, first-generation, and low-income students are performing comparably or out-performing their privilege counterparts in access, persistence, course completion, and degree/certificate/transfer completion. The focus has shifted</p>

	<p>to the disproportionate groups for foster youth and African-American male students. AMEND is the initiative to support African-American males. The foster youth program is in its third year of support with Equity.</p> <p>The Committee saw that there was a disproportionate impact for the LGBTQIA population. This was discovered last year when the Chancellor’s office released the data. Many students who apply and self-identify do not even step foot on campus because the college is “unfriendly”.</p> <p>A LGBTQIA Taskforce is working to close the access equity gap. They are working to provide trainings for allies, institutionalize safe zones for students and employees, participate in community events such as the DHS Pride event, and plan educational events. Information will be sent to be trained to be an ally.</p> <p>The other recent equity initiative is the Open Educational Resources. There are 20 faculty participating in the initiative. There were discussion on what to do to support or encourage faculty to participate at a higher level. The new curriculum inventory management system has a check box for open educational resources. VP Nery will go to the Curriculum Committee to discuss expanding the initiative.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 10:47am		

**NEXT MEETING:** Friday, November 9<sup>th</sup>, 2018 | Cravens Multipurpose Room