

COLLEGE PLANNING COUNCIL

MINUTES

DECEMBER 11, 2015 10:00AM – 12:00PM

PSA ROOM 19A & B

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

10:00 AM

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: AP 5500, AP 5520, AP 5530, Outreach & Training Charter, Chairs Council Charter

Agenda topics

1. APPROVAL OF MINUTES OF NOVEMBER 13, 2015

DISCUSSION	None. Dr. Hall noted that Enrollment Management should be added to action items.	
CONCLUSIONS	Minutes were approved with no additional corrections noted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

2. END USER GROUP

D. MARTINEZ

DISCUSSION	No report	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

3. ASSESSMENT OF PLANNING AND OUTCOMES

A. NERY

DISCUSSION	Dr. Nery reported that the committee met yesterday and discussed evaluating the old strategic plan and the faculty prioritization survey. Dr. Kinnamon presented a faculty prioritization position listing that he reported was a result of feedback from the faculty prioritization meetings that have been held recently. He described the ranking process used to arrive at the results, reporting that he has met with Executive Cabinet, deans, and Senate Executive committee to talk through the positions. Dr. Kinnamon stressed that this is a living document that will be updated consistently and accordingly. Dr. Kelly Hall discussed the appropriateness of APO being involved in the faculty prioritization. VP Diane
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	Wirth spoke to the hiring processes for these positions, stating that the hiring process has become competitive and intense statewide, so they have been working toward streamlining their internal processes and having the job descriptions accurately portray the positions. Committee review of job descriptions have been taking much longer than usual, which in turn holds up Human Resources in getting the positions completed and advertised.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1. None.		
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4. SSSP PLAN -
UPDATE

A. NERY

DISCUSSION	Dr. Nery reported that Amanda Phillips had a baby boy last week, so she will provide the update on Ms. Phillips behalf. The 2 nd reading for the additional \$1.2 million was approved at Academic Senate, and they will begin hiring process for counselors.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1. None.		
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5. STUDENT EQUITY

A. NERY

DISCUSSION	Dr. Nery reported that this report was approved through a 2 nd reading at Academic Senate, and is scheduled to go to the Board in December 2015 for approval.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1. None.		
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6. ADMINISTRATIVE
COMPUTING
COMMITTEE

S. WILLIS

DISCUSSION	Sheri Willis distributed a handout on email distribution lists, and reported that the development of the revised email listings had input from many people, and that they would like to utilize this new list. Ms. Willis provided a detailed description of every grouping, and provided background of the eliminated groups, as well as the new groupings. Dr. Kinnamon cautioned the committee that once an email is sent, they may be intercepted as not every email sent out or received is protected.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1. None.		
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7. TECHNOLOGY UPDATE

A. TECHNOLOGY REPLACEMENT STRATEGY

S. WILLIS

- INSTRUCTIONAL EQUIPMENT
- FACULTY COMPUTERS

DISCUSSION	<p>Ms. Willis reported that a task force of the Educational Technology committee drafted a strategy, and it was recently approved by the Educational Technology committee as well as shared and reviewed with Executive Cabinet. The instructional equipment funds are sufficient to replace the instructional equipment, and they hope to replace all that need replacing, and the cost will be around \$250,000. They hope to begin receiving and installing equipment in June 2016.</p> <p>Ms. Willis also conveyed that they determined what the faculty computer needs are, reviewed records with the deans and reported that 42 faculty members will need computers replaced. The need was based on how they use computers, and whether they require a laptop or standard PC. Ms. Willis requested responses from the faculty by Tuesday to get orders placed before holiday break.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

8. FACILITIES ADVISORY COMMITTEE

L. HOWELL

DISCUSSION	VP Lisa Howell reported that the Facilities Committee recently met, and received input on the possibility of consolidating programs in Cravens. VP Howell stated that the committee is in support of consolidation.
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. FOOD SERVICES ADVISORY COMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported the committee met yesterday and that the transition of the new food services has been positive. Students have been active and engaged on this committee. Orders may be called into the café now, and an email will be sent in regarding call in instructions. VP Howell reported they are currently reviewing RFPs for a beverage service. A presentation will be given on all product lines submitted.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

10. GREEN COUNCIL

L. HOWELL

DISCUSSION	<p>VP Howell reported that there are more faculty attending these meetings than students, and they are looking at ways to revitalize the committee. The student members are developing a survey together, and will be bringing the survey to the next meeting for review.</p> <p>VP Howell reported they have been successful in obtaining water refill stations, and received four stations from the WRAP Foundation donations. John Ramont reported that a challenge of the new units was that they were not similar to the ones already in place. Facilities staff working on correcting that issue, and Mr. Ramont informed the committee where current units are and where the new units will be housed.</p> <p>VP Howell reminded the committee that everyone is invited to attend the Green Council meetings. Jose Rodriguez has been running the meetings and has been doing a great job. The council is also working on a newsletter for campus distribution.</p>

ACTION ITEMS

11. OUTREACH AND TRAINING CHARTER UPDATE

A. NERY/C. FARMER

DISCUSSION	<p>Dr. Nery motioned to approve the charter update, and Dr. Soccio seconded.</p> <p>Discussion – Dr. Nery described the changes and updates to the charter. Dr. Nery reported that an assessment of the Outreach and Training committee was performed and changes were made to the charter based on the assessment. CPC Handbook requires orientation training for new CPC members, and Dr. Nery reported that she is hoping to do a mandatory training on CPC Handbook for all CPC members in the spring.</p> <p>Vote - all members in favor of approving the Outreach and Training charter. The motion carried unanimously.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

12. ENROLLMENT MANAGEMENT – CHAIRS COUNCIL

K. HALL

DISCUSSION	<p>Dr. Hall made the motion to approve the charter for the Chairs Council, and Dr. Soccio seconded.</p> <p>Dr. Hall stated that it was a request of CPC to have this council more developed, and that the committee is working on the charter. After some discussion, Dr. Nery recommended that an assessment of the committee is conducted in the spring based on the feedback received. Dr. Hall commented that the charter could be made more specific once approved.</p> <p>Vote - all members in favor of approving the Chairs Council charter. The motion carried unanimously.</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

13. POLICY/PROCEDURE REVIEW

- a. AP 5500 Standards of Conduct
- b. AP 5520 Student Discipline
- c. AP 5530 Student Rights and Grievances

J. KINNAMON

DISCUSSION	<p>Dr. Nery made a motion to approve these administrative procedures, and Jessica Enders seconded.</p> <p>Carlos Maldonado provided background on these three administrative policies, reporting that in 2013-2104 they began the process of reviewing these policies and procedures to ensure compliance. An initial review of the policies revealed discrepancies, and each procedure was individually vetted with the appropriate staff and faculty. Mr. Maldonado reported that Academic Senate reviewed the procedures as well, and came back with recommendations. The procedures then went before the student senate for more review and changes, and also were sent to legal counsel. After incorporating feedback, the Education Policies committee reviewed these again, as did Academic Senate and student senate, and they were brought to CPC in September 2014 for a first reading, but did not receive a second reading. Mr. Maldonado commented that updating these procedures will help us align with the current catalog.</p> <p>The committee discussed issues within the procedures that should be addressed and clarified. Dr. Kelly Hall recommended that these three procedures are approved for a second reading, but that they are brought back with the discussed modifications in the Spring. One of the more important modifications was that of student grade grievance procedures, and the roles that deans, directors, and academic directors should have. Dr. Hall stated that this is an issue that could be discussed at the first Chairs Council meeting.</p> <p>Dr. Hall called for the vote on all three procedures, and all members in favor of approving these for a second reading. The motion carried unanimously.</p>	
	CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

NEXT MEETING – February 5, 2016
