



## College Planning Council

<b>Minutes For Friday, February 23<sup>rd</sup>, 2018</b>		<b>10 AM - 12 PM</b>	<b>Public Safety Academy 19A&amp;B</b>
<b>Members Present:</b>	Carl Farmer, Darlene Romano, Pablo Romero, Veronica Daut, Andrew Johnson, Sally Kalpakoff, Linda Emerson, Maria Herrera, Denise Diamond, David Bashore, Robert Holmes, Keith Prouty, Lily Casas, Isiah Estrada, Arturo Delgado, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Sheri Willis, John Ramont, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Courtney Doussett, Katie Chartier		
<b>Members not Present:</b>	Joel Kinnamon, Sarah Fry, Courtney Doussett, Anthony Tesch, Cody McCabe, Jessica Enders, Pam Hunter, Daniel Martinez,		
<b>Guest(s):</b>	Jeff Larson, Gary Plunkett		
<b>Parliamentarian:</b>	Carlos Maldonado		
<b>Recorder:</b>	Sai Vang		

### AGENDA

<b>1. Call to Order: 10:10am</b>			
<b>2. ACTION ITEMS</b>			
<b>2.1 Approval of December 8<sup>th</sup>, 2017 Minutes (A. Nery)</b>			
DISCUSSION	Amanda Phillips motioned to approve the December 8, 2017 Minutes, seconded.		
CONCLUSION	Motion carried unanimously.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.2 Administrative Procedure 4040: Library and Learning Support Services – 2nd Reading (P. Ralston)</b>			
DISCUSSION	Pamela Ralston motioned to approve Administrative Procedure 4040: Library and Learning Support Services – 2 <sup>nd</sup> Reading, seconded.		
CONCLUSION	Motion carried unanimously.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.3 Administrative Procedure 5013: Students in the Military – 1st Reading (A. Nery)</b>			
DISCUSSION	Amanda Phillip motioned to approve Administrative Procedure 5013: Students in the Military – 1st Reading, seconded.		
	This is a newly required procedure in response to new guidance state-wide for residency as it pertains to members of the military and their dependents. The language is verbatim from CCLC.		
CONCLUSION	Motion carried unanimously.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.4 Administrative Procedure 5015: Residency Determination – 1st Reading (A. Nery)</b>			
DISCUSSION	Darlene Romano motioned to approve Administrative Procedure 5015: Residency Determination – 1st Reading, seconded		

	This is a revision for individuals who are entitled to transfer post 9/11 GI Bill. Veterans are entitled to transfer their benefits to their dependents. The language is verbatim from the CCLC recommendation with the Ed Code and U.S. Code reference added.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.5 Administrative Procedure 5220: Shower Facilities for Homeless Students – 1st Reading (A. Nery)</b>			
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 5220: Shower Facilities for Homeless Students – 1st Reading, seconded.</p> <p>This is a newly required policy with most of the language from CCLC with the exception of local decision of where the showers are located. This requirement is from legislation that requires homeless students have access shower as well as priority registration.</p> <p>The shower facilities are opened for 2-hour periods. The showers are open and free for students to use at that time. There are signs with a contact number for students to contact to access the showers. Showers are not required to be gender neutral. The showers consist of five stalls with individual doors with one shower stall accessible for disable students.</p> <p>From the financial aid questionnaire, we found that there are about 25 homeless students over a period of four years. The number is closer to 100 due to our homelessness services. Now that there are services, the college is looking to provide additional services such as the food find bank/pantry. We have been approached by local organizations to apply for short-term housing grants.</p> <p>This is a not an easy population to track and identify. A dedicated staff to assist foster youth and homeless students. They are sent their priority registration and list of resources/services available. A communication piece can be created as a resource for faculty and staff.</p> <p>A small workgroup is working to launch and implement a universal student ID in the summer/fall to help Public Safety officers identify students from the general public. This implementation will address this issue.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Send out information about food security, showering facilities, and priority registration to faculty so that they can adequately inform and guide homeless students to these resources</li> <li>Provide compliant language for faculty who choose to add in their course syllabus</li> </ul>		VP Nery	
<b>2.6 Administrative Procedure 5550: Academic Integrity – 1st Reading (A. Nery)</b>			
DISCUSSION	Carlos Maldonado motioned to approve Administrative Procedure 5550: Academic Integrity – 1st Reading, seconded		

	<p>The work to draft this administrative procedure begin with a small workgroup from the Ed Policies and Practices Committee. The workgroup drafted a philosophy statement about academic integrity. The goal was to outline a process specific to an academic integrity standard. Both discipline and violations of academic integrity are folded in the student code of conduct. This is way to have a college standard. The small workgroup brought the procedure to the full Ed Policies and Practices Committee then to the Academic senate. At the same time, the Associated Students also adopted the procedure with their recommendation.</p> <p>When faculty identify that a student has violated academic integrity, this procedure outlines the process to refer the student to the disciplinary office. This gives the college the means to implement progressive discipline.</p> <p>There is an understanding that instructor has academic freedom. She/he can choose to take further disciplinary action or deal with it on their own. This procedure allows faculty to refer the violation out of the classroom and to the formal disciplinary process. When a faculty report a violation, it is the responsibly of the disciplinary office to follow-up with the student unless the faculty has resolved the violation.</p> <p>The Associated Students recommend that if the faculty proceeds with disciplinary action to inform the student of the appeal process.</p>
CONCLUSION	Motion carried unanimously.
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>
	<b>DEADLINE</b>
<b>2.7 Administrative Procedure 5800: Prevention of Identity Theft in Student Financial Transactions – 1st Reading (A. Nery)</b>	
DISCUSSION	<p>Lily Casas motioned to approve Administrative Procedure 5800: Prevention of Identity Theft in Student Financial Transactions – 1st Reading, seconded</p> <p>The Bursars office, fiscal services, and enrollment services areas assist in reviewing the changes along with changes from CCLC.</p>
CONCLUSION	Motion carried unanimously.
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>
	<b>DEADLINE</b>
<b>2.8 Administrative Procedure 6365: Accessibility of Information Technology – 1st Reading (J. Ramont)</b>	
DISCUSSION	<p>Carlos Maldonado motioned to approve Administrative Procedure 6365: Accessibility of Information Technology – 1st Reading, seconded</p> <p>This procedure requires changes from CCLC to clarify accessibility of information from any technology platforms and that is accessed through our systems are 508 compliant.</p>
CONCLUSION	Motion carried unanimously.
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>
	<b>DEADLINE</b>
<b>2.9 Budget Subcommittee Charter – 1st Reading (J. Ramont)</b>	
DISCUSSION	Lily Casas motioned to approve Budget Subcommittee Charter – 1st Reading,

	<p>seconded.</p> <p>The revised charter was reviewed to the role of the committee and how they fit in the overall planning process. In order to meet quorum, alternates as appropriate were added to members. Lastly, the charter is revised to allow anyone to attend the meeting without being a member.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3. INFORMATION/DISCUSSION ITEMS</b>			
<b>3.1 Board Policy 5220: Shower Facilities for Homeless Students (A. Nery)</b>			
DISCUSSION	This an information item only for CPC, however, CPC can make comment and share expertise for consideration.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.2 Board Policy 5550: Academic Integrity (A. Nery)</b>			
DISCUSSION	This is the new board policy for Administrative Procedure 5550.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.3 Board Policy 5800: Prevention of Identity Theft in Student Financial Transactions (A. Nery)</b>			
DISCUSSION	This is the board policy for administrative procedure 5800.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.4 Board Policy 1100.1: DCCD Locations (J. Ramont)</b>			
DISCUSSION	This policy is updated to reflect the temporary Palm Spring campus as one of the district locations.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.5 Budget Subcommittee Update (J. Ramont)</b>			
DISCUSSION	<p>The Budget Subcommittee recently meet after the winter break to review a number of items. They revise their charter. Reviewed the governor’s budget proposal. There will be a new funding formula that will be implemented for basic allocations and there is a lot of controversy because some of the factors have been manipulated.</p> <p>The committee review some of the basic budget parameter including COLA projections, faculty prioritization, and overall proposals. The committee also discussed creating a user friendly and informative budget book.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

<b>3.6 University Center (A. Nery)</b>		
DISCUSSION	<p>President Kinnamon made a presentation on the university center to CPC and to the Academic Senate. The vision is to bring four-year partners to the college campus for students who choose to stay in the valley to complete their bachelor degrees.</p> <p>A workgroup has reconvene to continue this work. The leadership co-chair appointed to the University Center Workgroup is Kelly Hall, leadership appointment from student success is Amanda Phillips, and from the instructional deans is Leslie Young. Carl Famer is the faculty co- chair. Donna Green and Courtney Doussett from the Senate Executive expressed interest.</p> <p>This is the workgroup to identity additional members for a larger committee (including a student representative) and review President’s presentation for next steps.</p>	
CONCLUSION	None.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>4. Adjournment:</b> 10:58am		
<b>Next Meeting:</b> Friday, March 23 <sup>rd</sup> , 2018   10:00-12:00 PM		<b>Location:</b> Cravens Multipurpose Room