

# COLLEGE PLANNING COUNCIL

## MINUTES

FEBRUARY 26, 2016 10:00AM – 12:00PM

PSA 19

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| <b>ATTENDEES</b> | 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, Mary Lisi, Minerva Montane, Jose Rodriguez, John Ramont, Diaman Amsler, Leslie Young, 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

Handouts that Committee Members Received: Technology Master Plan 2015-2020, Enrollment Management Charter, AP 3720 Computer and Network Use, BP 5700 Intercollegiate Athletics, AP 5700 Intercollegiate Athletics

### Agenda topics

#### 1. APPROVAL OF MINUTES OF FEBRUARY 5, 2016

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|---------------------|--|-----------------|
| <b>DISCUSSION</b>   | None.  |                 |
| <b>CONCLUSIONS</b>  | Minutes were approved with no corrections noted. |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>                        | <b>DEADLINE</b> |
| 1. None.            |  |                 |

### **DISCUSSION ITEMS**

#### 1. ASSESSMENT OF APO D. MARTINEZ/A. NERY

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| <b>DISCUSSION</b>   | Dr. Martinez stated that Dr. Nery would provide the APO report. Dr. Nery reported that APO met to discuss the PIE handbook, which will be coming forward for review. They are also working on the strategic master plan and next steps. Dr. Nery commented that soon they will be coming back to CPC with a recommendation for a small task force to help finish the strategic plan, which is crucial as COD is now in an accreditation cycle.<br><br>Dr. Hall asked for prioritization update. Dr. Nery reported that she and Bert Bitanga will be sending out a request for a small work group that will include five faculty members, and she will be requesting a leadership work group as well for the purposes of reviewing progress and receiving qualitative input. Lauro Jimenez asked for listing of the staff prioritization process to review. He also requested an update on accreditation at a future CPC meeting. |                 |
| <b>CONCLUSIONS</b>  | None.  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| 1. None.            |  |                 |

#### 2. BUDGET SUBCOMMITTEE UPDATE L. HOWELL

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| <b>DISCUSSION</b> | VP Howell reported that their next meeting is March 15, and that the subcommittee has been reviewing the 2016-17 budget. VP Howell commented that the Governor's January budget was disappointing, but she expects better news with the mandate piece. FON calculation and growth will be a focus and VP Howell reported that COD's FON number has grown. Dr. Hall stated that she sent out a request for a senate representative on the budget subcommittee as her schedule will not allow her to attend. |
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| <b>CONCLUSIONS</b> None. |  |  |
| <b>ACTION ITEMS</b>      |  |  |
| PERSON RESPONSIBLE       |  |  |
| DEADLINE                 |  |  |
| 1. None.                 |  |  |

3. FACILITIES ADVISORY COMMITTEE

L. HOWELL

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|--------------------------|--|--|
| <b>DISCUSSION</b>        | VP Howell reported that this active committee is looking at space within the college for classes, is looking into schedules and space. After VP Howell reported on some issues that are being addressed, Denise Diamond reported that there are additional space issues at East Valley. VP Howell asked that these issues are brought to the committee. Diamond Diamond commented that there should be a representative on the committee who has classes scheduled at the East Valley campus. Jessica Enders stated that these types of issued can be brought to her, but to date she has not received any. VP Howell then announced the meeting dates of the committee. |  |
| <b>CONCLUSIONS</b> None. |  |  |
| <b>ACTION ITEMS</b>      |  |  |
| PERSON RESPONSIBLE       |  |  |
| DEADLINE                 |  |  |
| 1. None.                 |  |  |

4. SAFETY UPDATE

L. HOWELL

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| <b>DISCUSSION</b>        | VP Howell reported that this group meets actively, they are working on updating their emergency operations plan with an outside consultant, and they anticipate having the first draft by February 29. The department is working on an emergency preparation drill for next fall, and they are looking at doing one drill per term. VP Howell updated the CPC members on smoking on campus and the role of the security officer in redirecting staff and students to smoking areas. Security can be called to address immediate smoking issues. VP Howell also reported that the Alert U system has been replaced and a new system has been installed and is expected to be operational before June. East Valley emergency lights are now operational. |  |
| <b>CONCLUSIONS</b> None. |  |  |
| <b>ACTION ITEMS</b>      |  |  |
| PERSON RESPONSIBLE       |  |  |
| DEADLINE                 |  |  |
| 1. None.                 |  |  |
| <b>ACTION ITEMS</b>      |  |  |

5. ENROLLMENT MANAGEMENT COMMITTEE

J. BAKER

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| <b>DISCUSSION</b>   | <p>Motion: Jeff Baker made the motion to approve the second reading of the Enrollment Management Committee charter, and Lauro Jimenez seconded.</p> <p>Discussion: Dr. Hall commented that after discussion with VP Baker, an adjunct position was added to the committee. Dr. Hall reported that she sent a call and a reminder for faculty from the represented areas to serve on this committee and will announce it to faculty again on Monday. Elise King inquired if the workshops offered by Dr. Nery are open to persons not on the Enrollment Management committee. Dr. Nery stated that workshops will be open, and she is willing to do individual workshops for small groups or train one-on-one as well.</p> <p>Vote: All in favor; charter approved for a second and final reading.</p> |                 |
| <b>CONCLUSIONS</b>  | None.   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| 1. None.            |   |                 |

6. TECHNOLOGY MASTER PLAN

S. WILLIS

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| <b>DISCUSSION</b>   | <p>Motion: Dr. Hall made the motion to approve the Technology Master Plan, and Dr. Nery seconded.</p> <p>Discussion: Dr. Kinnamon commented that if anything in the plan impacts working conditions, it will be addressed with the bargaining units.</p> <p>Ms. Willis provided an overview of the development of the Technology Master Plan. Ms. Willis asked CPC members to review the plan and to share it with their areas for review and comment.</p> <p>All in favor; plan is approved as a first reading.</p> |                 |
| <b>CONCLUSIONS</b>  | None.  |                 |
| <b>ACTION ITEMS</b>                                       | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| 1. Plan will be brought back to CPC for a second reading. | S. Willis  | 3/11/16         |

7. ADMINISTRATING COMPUTING COMMITTEE – AP 3720 – COMPUTER AND NETWORK USE, NEW POLICY

S. WILLIS

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| <b>DISCUSSION</b> | <p>Motion: Dr. Nery made the motion to approve the new policy, and Jessica Enders seconded.</p> <p>Discussion: VP Wirth Diane commented that a meeting with Lauro Jimenez or constituency representatives could be scheduled to discuss the policy if necessary before the second reading. There was discussion regarding public records requests, to which Dr. Kinnamon responded that these types of requests are vetted through Pam Hunter's office. Denise Diamond asked for guidance on this process.</p> |  |
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|   | All in favor; policy is approved as a first reading. |                 |
| <b>CONCLUSIONS</b>  | None.  |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>                            | <b>DEADLINE</b> |
| 1. Policy will be brought back to CPC for a second reading. | S. Willis  | 3/11/16         |
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8. BP 5700  
INTERCOLLEGIATE  
ATHLETICS

L. YOUNG

|                     |   |                 |
|---------------------|---|-----------------|
| <b>DISCUSSION</b>   | Motion: Sarah Fry made the motion to approve the policy, and Elise King seconded.<br>Discussion: Dean Young briefly reminded the committee of the updates to the policy.<br>All in favor; policy is approved as a second and final reading. |                 |
| <b>CONCLUSIONS</b>  | None.   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| 1. None.            |   |                 |

9. AP 5700  
INTERCOLLEGIATE  
ATHLETICS

L. YOUNG

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|---------------------|---|-----------------|
| <b>DISCUSSION</b>   | Motion: Sarah Fry made the motion to approve the procedure, and Dr. Hall seconded.<br>Discussion: Dean Young briefly reminded the committee of the updates to the procedure.<br>All in favor; policy is approved as a second and final reading. |                 |
| <b>CONCLUSIONS</b>  | None.   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| 1. None.            |   |                 |

NEXT MEETING – MARCH 11, 2016, CSSC MPR, 10 am – 12 pm

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