COLLEGE PLANNING COUNCIL

MINUTES   MARCH 6, 2015   10:00AM – 12:00PM   PSA ROOM 19A

ATTENDEES	~~D. Amsler~~, ~~W. Ansley~~, D. Bashore, B. Bitanga, A. Bynum, ~~S. Cooper~~, A. Davies, C. Derum, D. Diamond, C. Doussett, ~~L. Emerson~~, C. Farmer filling in for ~~Alexa Sawa~~, L. Howell, P. Hunter, J. Jaramillo, M. Jasso, L. Jimenez, E. King, J. Kinnamon, ASCOD Vice President P. "Tish" Lacy, C. Levitt, Curt Luttrell, M. Lisi, C. Maldonado, D. Martinez, A. Nery, ~~D. Redman~~, R. Rawnsley, S. Fry filling in for ~~Anna Reber-Franz~~, ~~D. Romano~~, K. Tabor, S. Willis, D. Wirth, ASCOD President J. Zepeda, L. Soccio Guests: D. Krol, J. Berg, S. Jones, J. Rodriguez Recorder: Linda Costagliola Minutes Approved: 3/27/15

Handouts that Committee Members Received: Open Forum – Input on the next draft of the Strategic Master Plan, How will the Strategic Plan be developed? and draft Enrollment Management Committee roles and responsibility.

Agenda topics

1. APPROVAL OF MINUTES OF
FEBRUARY 20, 2015

DISCUSSION	There were a few corrections made to the minutes and they are: • Under members, it shows that Lisa Soccio was present but she was not present. Strike out name; • Under members, it shows that Claudia Derum was present but she was not present. The alternate representative, Andrew Johnson, attended instead. Remove Claudia's name and replace it with Andrew Johnson; • Under members, Kerri Phillips is no longer the CSEA Representative; replace her name with Mary Lisi. Mary was present at the last meeting; • Under members, add Carl Farmer's name. Carl was present at the last meeting. The area that he represents is Science; • Under ASCOD Report, change the date from February 17 & 19 to February 17 & 18.

CONCLUSIONS	Minutes were approved with the corrections noted above.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Make corrections to February 20, 2015 Meeting Minutes	Angela Walton	ASAP

2. ASCOD REPORT   J. ZEPEDA

DISCUSSION	ASCOD is in the process of reviewing their bylaws, reviewing their student election process, planning a talent show for this year and looking forward to attending the Food Advisory Committee meeting.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

3. BUDGET UPDATE   L. HOWELL

DISCUSSION	The college received the first principal apportionment report. We had rolled back 149 FTES in hopes of gaining growth. We did not obtain that growth. On the report, there were several irregularities. L. Howell is working with the Chancellor's Office to

| | address those irregularities. They did not give us our .85% COLA and the most disappointed item was the reduction of a million dollars of apportionment related to the FTES issue. Because of that, L. Howell meet with Dr. Jim Buysse, consultant working on the FTES issue, and auditor, Heidi White, Vavrinek, Trine, Day and Company, on March 2nd to come up with a scenario that would hopefully bring the 4.4 million dollars down significantly. The 4.4 million was the estimated FTES shortfall. This issue has been going on for a number of years and they feel that they are close to coming to closure.   During the meeting, they reviewed Buysse's report, the auditor's report, which the college had hired an independent auditor to take a look at this from an objective point of view, and the Chancellor's report. They went through each of those reports and found irregularities and then drilled downed into those irregularities and found a misstatement on the Chancellor's report. They chose to use the Chancellor's report to make their finding to the Chancellor's Office. An email was sent to the Chancellor's Office that afternoon. The Chancellor's Office neglected to include the COLA when they were restating our information. It is a miscalculated cell on their spreadsheet.   It is greater than 1.5 million dollars. The Chancellor's Office did respond to their email and said that they will take a look at it and respond. Hopefully this issue will be settled by the end of March. The reduction of that million dollars has already been taken. There has been damage to our college; it hurts our cash flow. We did reserve a million in our fund balance for this issue in the event we were found that we owed the money. We do believe that there is some liability on the college's part but nowhere near the 4.4 million.

The college continues to receive reports from Sacramento of a robust economy, which is good news for the college as we move forward. Revenues continue to come in higher. |

| **CONCLUSIONS** | |

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

4. APO SUB-COMMITTEE   A.   NERY

DISCUSSION	APO Sub-Committee is looking at the final edits of two assessments (CPC's committees and taskforces and Program Review and Prioritization). The CPC handbook taskforce completed their edits to the CPC handbook and sent them to the APO Sub-Committee for their review. Should be done editing by March 20th in time to bring CPC handbook with edits to the next CPC meeting, which is on the 27th. Assessment of the Program Review and prioritization is under review.

| **CONCLUSIONS** | |

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

5. PROCESS FOR STRATEIC
PLAN INPUT   A.   NERY

DISCUSSION	Committee members received two handouts; one titled "Open Forum – Input on the next draft of the Strategic Master Plan" and "How will the Strategic Plan be developed?" The college is providing an opportunity for the neighboring community and COD campus community to come to view a presentation on the Strategic Master Plan and participate in an open discussion to provide feedback and input on the Strategic Master Plan for COD. Dates and Times are: • March 16t | 4pm to 6pm | EVC, Indio, Room 102 • March 17th | 3pm to 5pm | EVC, Mecca/Thermal, Room B6 • March 24th | 4pm to 6pm | Palm Desert Campus, Location to be determined • March 25th | time to be determined | West Valley Location – Dr. Nery will work with Scott Cooper for a location……most likely at the Palm Spring High School but not confirmed yet. Once confirmed an announcement will go out. From handout, How will the strategic plan be developed? "Following the approach of "Participatory Governance", ideas and information collected form the open Forums and other scheduled meetings will be consolidated and integrated into a draft document and circulated for edits and feedback in April. The edited document will then be presented in June for final review and comments from the college

	community." The final revision should be completed by September. The next step is to start on the Educational Master Plan.
CONCLUSIONS	Planning for four Open Forums to receive input/feedback from the neighboring community and COD campus community on the Strategic Master Plan.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Send out notifications for the Open Forums	Dr. Nery	03/09/15

6. UPDATED PORTAL A. NERY

DISCUSSION	Dr. Nery showed the committee on the portal where they can access information regarding the Strategic Master Plan. Following are steps to the Strategic Master Plan Portal Page: • Go to the COD website • Click on Faculty & Staff • Click on Campus Portal • Click on Committees • Click on College Planning Council • Under Current Projects (on the right), click on Strategic Master Plan
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

7. REALIGNMENT – J. KINNAMON/A. NERY
PROCESS UPDATE

DISCUSSION	The office of Institutional Effectiveness, Educational Services & Planning (IEESP) will gather all of the input/feedback that they receive by the end of the day on March 9th (deadline to submit input/feedback) regarding the proposed draft Student Learning and Success Re-alignment from the survey, emails, portal discussion forum, and any information provided from departments, etc. The results of the survey will only be reported in the aggregate, other input/feedback received IEESP will do a content analysis, and the comments received the discussion board, from the portal page, will be reported verbatim. Dr. Nery will report this information to CPC.
CONCLUSIONS	Will report input/feedback regarding the proposed draft re-alignment to CPC.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Report input/feedback/comments to CPC	Dr. Nery	TBD

8. PROPOSAL –
ENROLLMENT MANAGEMENT D. MARTINEZ
COMMITTEE

DISCUSSION	Committee members received a draft handout of the Enrollment Management Committee's roles and responsibilities for review and input. A workgroup met and developed an overview, scope/function and the membership/terms. It is proposed that this committee would be a sub-committee of College Planning Council. • Committee Overview: Use high-quality qualitative and quantitative data to inform recommendations to utilize and implement a comprehensive and integrated approach to effectively manage district enrollment by making recommendations to enhance student access,

success, persistence and educational goal attainment.

No changes were made to the Committee Overview.

- Scope/Function:
  - Implements and updates the college's Enrollment Management Plan;
  - Evaluates on-going enrollment trends, activities, and initiatives;
  - Works collaboratively with instructional and student support services departments to solicit input on areas to research and make recommendations;
  - Initiates research on enrollment management-related initiatives;
  - Assesses, evaluates, and makes recommendations for strategies to support students;
  - Monitors, evaluates, and reports progress toward strategic enrollment planning goals;
  - Identifies and recommends marketing priorities;
  - Identifies outreach opportunities;
  - Recommends delivery methods, such as online and hybrid courses, to effectively meet the needs of a diverse student body; and
  - Utilizes the college's educational master plan and other operational plans to inform recommendations.

No changes were made to the committee's scope/function.

- Membership/Terms
  Voting members of the EMC will include:

  - Director of Institutional Research (administrative co-chair)
  - 4 faculty representatives, appointed by Academic Senate (one to be chosen as faculty co-chair)
  - Dean/Director of Student Success (1 voting member)
    - Director of Counseling and Advising Services
    - Director of Admissions and Records
    - Director of Student Life
    - Director of Financial Aid
  - Dean of Student Learning (1 voting member)
    - Dean of Arts and Sciences
    - Dean of Communications and Humanities
    - Dean of Applied Sciences and Business
    - Dean of Health Sciences and Education
  - Director of Education Centers
  - 2 Classified staff representative, appointed by CSEA
  - Executive Director of Institutional Advancement
  - ASCOD Representative

A question was brought up about whether the 4 faculty representatives were only for full-time faculty and not adjunct. It has been the understanding here at COD that when the word faculty is used it usually refers to full-time faculty. There is no mention of an adjunct representative. The workgroup discussed this and understood it to mean that if the Academic Senate appoints four faculty, then the Academic Senate would make that distinction. To be consistent with other committee membership descriptions, it was recommended to include additional wording; "(among full-time and adjunct)" after the word faculty in the second bulleted item.

There was a suggestion that the four faculty should be representing different areas/division and not be all from the same area/division. The work group which included faculty did have this discussion and felt that it was not necessary since it's all coming as a recommendation to the College Planning Council where we insure that faculty is half plus one.

Carlos Maldonado asked to have the position of Director of Student Life removed from the Dean/Director of Student Success because the workgroup felt that the Director of Student Life would serve as a liaison for the students. It was not necessary that this position would have a vote.

There are twelve (12) Voting members:
- 1 – Director of Institutional Research,
- 4 – Faculty
- 1 – Director of Student Success
- 1 – Dean of Student Learning
- 1 – Director of Education Center
- 2 – Classified Staff
- 1 – Executive Director of Institutional Advancement
- 1 – ASCOD Representative

This committee will be open to the campus community to participate and engage in the process. This

	would give other departments (i.e. IT, Library, etc.) an opportunity to have representation at the meetings on a regular basis with the understanding that they would not be voting members.
	Committee felt that the positions listed under the bulleted item for Dean/Director of Students and for the Dean of Student Learning is somewhat confusing because they only have one vote but there are three to four positions listed either a voting member or non-voting member. It was suggested to take out the sub-bullets and list Dean or Director of Student Success (1 voting member to be identified) and list Dean of Student Learning (1 voting member to be identified).

CONCLUSIONS	It was decided to update the committee roles and responsibilities with the above mentioned changes to the membership/terms section and bring it back to CPC for review. After the changes have been made, send the updated version to Angela Walton.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Update the Enrollment Management Committee roles and responsibility	Daniel Martinez	03/27/15

9. BOARD POLICY AND ADMINISTRATIVE PROCEDURES: UPDATES

L. HOWEL

	Reviewed the changes made to Administrative Procedures 6100 Delegation of Authority and 6150 Designation of Authorized Signatures. These procedures already went to the Board but should have been presented to CPC first.
	• For both procedures, under Level of Signing Authority, changed Vice President to Executive Vice President or Vice President; increased per transaction amount to $100,000 from $10,000; Dean or Director, reporting to Vice President or President, changed transaction amount from $5,000 to $10,000;
	• For AP 6150, page 2, under use of credit cards in a declared emergency, changed per transaction amount to $100,000 from $50,000 for members of President's Cabinet
	The implication of this change is that Dr. Kinnamon was having to approve Galaxy requisitions every time something was over $10,000 which was not efficient. Fiscal Services did a survey of what the limits were in other community colleges and a $100,000 seemed to be the limit.
DISCUSSION	No changes to Board Policy 7400 Travel.
	Reviewed changes to Administrative Procedures 7400 Travel:
	• Section 1.e. Estimated cost of travel: A typo was found. Need to change lodgin to lodging.
	• Section 1.e. Estimated cost of travel: We are no longer supporting the use of a travel agency because of their fees. We can save money by making reservations online.
	• Section 2 – It was suggested to change the last sentence to read, "All travel outside the state requires 45 days approval prior to the Board Meeting and must have Board approval."
	• Under Expense reimbursement – Transportation (Other than Business Mileage) Section - Removed the first paragraph because the District does not use the State of California Contract for airfares.
	• Under Expense Reimbursement – Transportation (Other than Business Mileage) Section – Removed limousine and replaced it with shuttle
	• Under Expense reimbursement – Transportation (Other than Business Mileage) Section – replaced the seventh paragraph with "Reimbursement for travel by vehicle shall not exceed the lowest commercial airfare.
	CPC decided to bring these items back for a second reading. CPC was not sure of the process regarding approving policies and procedures at CPC. Will check the CPC Handbook to see if there is a process.

CONCLUSIONS	Add the two requested changes to AP 7400 Travel noted above and bring back all policies and procedures for a second reading.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Update travel procedure	Linda Costagliola	3/27/15

10. OTHER

DISCUSSION	Sheri Willis announced that WebAdvisor will be offline starting the evening of March 6th through sometime March 7th for the IT department to do system upgrades. Notices have been posted on the COD webpage and WebAdvisor and emails have been sent out to faculty and students.

ADJOURNED AT 10:50 A.M.