



## College Planning Council

<b>Minutes for Friday April 28<sup>th</sup>, 2017</b>		<b>10:00am-12:00pm</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Andrew Johnson, John Learned, Carl Farmer, Sara Butler (alt. for Linda Emerson), Arlette Polard (alt. for Brian Koenig), Robert Holmes, Lauro Jimenez, Liliana Casas, John Ramont, Karen Tabor, Amanda Phillips, Mary Anne Gulate, Pamela Ralston, Daniel Martinez, Sheri Willis, Joseph Aguirre, Nick Meade, Mary Lou Marrujo, Courtney Doussett, Sarah Fry, Jessica Enders, Lisa Howell, Annebelle Nery, Pam Hunter, Katie Chartier, Arturo Delgado (alt. for Luis Castellanos)		
<b>Members not Present:</b>	Carlos Maldonado, Maria Jasso, Maria Herrera, Denise Diamond,		
<b>Guest(s):</b>	Jeff Larson, Bert Bitanga		
<b>Recorder:</b>	Sai Vang		

### AGENDA

<b>1. Call to Order/Roll Call</b>			
<b>2. ACTION ITEMS</b>			
<b>2.1 Approval of April 7, 2017 Minutes</b>			
DISCUSSION	None.		
CONCLUSION	Minutes approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.			
<b>2.2 Chairs Council Committee Description – 2nd Reading</b>			
DISCUSSION	Lauro Jimenez motioned to approve Chairs Council Committee Description – 2nd Reading, seconded.  The Chairs Council’s committee charter is more board than the current scope of the committee. The updated charter includes the Strong Workforce Steering Committee to the membership.		
CONCLUSION	Motion carries.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.			
<b>2.3 Transfer Advisory Committee Description – 2nd Reading</b>			
DISCUSSION	Annebelle Nery motioned to approve Transfer Advisory Committee Description – 2nd Reading, seconded.  The charter is updated with corrections to titles, and additional faculty representation including counselors.		
CONCLUSION	Motion Carries.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None.			
<b>2.4 Administrative Procedure 5012 International Students – 2nd Reading</b>			
DISCUSSION	Annebelle Nery motioned to approve Administrative Procedure 5012 International Students – 2nd Reading, seconded.  The changes were vetted by the Director of International Programs, Dean of Counseling Services, and CCLC.		

CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.5 Administrative Procedure 5015 Residency Determination – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5015 Residency Determination – 2nd Reading, seconded.</p> <p>The updated changes in the AP reflects changes determined by Ed Code and Title V regulations. The changes were vetted by the Director of Admissions &amp; Records, Dean of Enrollment Services, and CCLC.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.6 Administrative Procedure 5035 Withholding of Student Records – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5035 Withholding of Student Records – 2nd Reading, seconded.</p> <p>There are no changes to AP 5035. This AP is part of the review cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.7 Administrative Procedure 5045 Student Records: Challenging Content and Access Log – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5045 Student Records: Challenging Content and Access Log – 2nd Reading, seconded.</p> <p>There are minor changes to formatting. This AP is part of the review cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.8 Administrative Procedure 5052 Open Enrollment – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5052 Open Enrollment – 2nd Reading, seconded.</p> <p>Changes made to correct titles. This AP is part of the review cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.9 Administrative Procedure 5120 Transfer Center – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5120 Transfer Center – 2nd Reading, seconded.</p> <p>The only change is the sentence in red which states that the transfer center plan complies with Title V requirements.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.10 Administrative Procedure 5130 Financial Aid – 2nd Reading</b>			

DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5130 Financial Aid – 2nd Reading, seconded.</p> <p>Administrative Procedures does not have details for students regarding application, payment, and Satisfactory Academic Progress. Hyperlinks are lists to point viewers to the latest details.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.11 Administrative Procedure 5400 Associated Students Organization – 2nd Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5400 Associated Students Organization – 2nd Reading, seconded.</p> <p>Minor change to titles. This review is part of the annual cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.12 End-User Data Subcommittee Recommendation: Institutional Set Standards</b>			
DISCUSSION	<p>Pamela Ralston motioned to approve End-User Data Subcommittee Recommendation: Institutional Set Standards, seconded.</p> <p>The End-Users Data Subcommittee reviewed and establish the institutional set standards.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.13 End-User Data Subcommittee Recommendation: Institutional Effectiveness Partnership Initiative (IEPI)</b>			
DISCUSSION	<p>Nick Meade motioned to approve End-User Data Subcommittee Recommendation: Institutional Effectiveness Partnership Initiative (IEPI), seconded.</p> <p>The End-Users Data Subcommittee reviewed the IEPI goals and the four recommended IEPI goals for COD to adopt as a framework to address fund balance, district programmatic compliance with state and federal guidelines indicators, student performance and outcomes, and accreditation status indicators.</p> <p>The student performance and outcomes goals was developed with the math department. A five-year goal was established, and is agreed upon by the Academic Senate.</p> <p>CPC asked for a three year window to evaluate the student performance and outcomes goals.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.14 APO Recommendation: Equal Employment Opportunity (EEO) Plan</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve APO Recommendation: Equal Employment Opportunity (EEO) Plan, seconded.</p>		

	<p>APO reviewed all college plans. In process of finishing the evaluation of the Enrollment Management Plan. Through the review of plans, the committee discovered missing plans. APO recommended CPC to create a workgroup to develop the EEO Plan and the following:</p> <ul style="list-style-type: none"> <li>• The Vice President of Human Resources and Employee Relations should chair the workgroup.</li> <li>• In the past the EEO plan was under the original Diversity Council, which was led by the human resources leadership.</li> <li>• The workgroup should be representative of the constituents (faculty, staff and leadership).</li> <li>• In the revision, consider incorporating the language consistent with title V, sections 53003, which requires the college to develop and adopt a written district EEO plan.</li> </ul> <p>Mary Anne Gularte shared that the EEO Plan was due to the Chancellor’s Office in June 2016. COD did not submit and therefore did not receive EEO funding. The Chancellor’s Office is changing their funding formula that is not tied to the plan. Regarding the development of the plan, the plan is prescribed and is nearly complete. The workgroup will review the plan.</p>	
CONCLUSION	Motion carries.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		
<b>2.15 APO Recommendation: Staffing Plan</b>		
DISCUSSION	<p>Lauro Jimenez motioned to approve APO Recommendation: Staffing Plan, seconded.</p> <p>Through APO reviewed all college plans. The committee discovered that no staffing plan exist. APO recommended CPC to create a workgroup to develop the Staffing Plan after the completion of the Educational Master Plan and Facilities Master Plan. The Vice President of HR should chair the workgroup and the following:</p> <ul style="list-style-type: none"> <li>• The job description of the VP of Human Resources and Employee Relations states that the position assesses staffing levels and develops a district staffing plan in alignment with the District strategic plan.</li> <li>• The workgroup should be representative of the constituents (faculty, staff, and leadership)</li> </ul>	
CONCLUSION	Motion carries.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		
<b>2.16 APO Recommendation: Professional Development</b>		
DISCUSSION	<p>Annebelle Nery motioned to approve APO Recommendation: Professional Development, seconded.</p> <p>APO reviewed all recommendations, and determined that professional development has made no progress. The follow-up on professional development was discovered while working on accreditation. Standard IIIA requires a broad professional development plan.</p> <p>There are sections of the PIE Handbook to create, in order to address the professional development plan. Currently, requests for professional development are in the PRUs. There isn’t a group to submit the requests.</p>	

	<p>APO recommended to CPC to create a workgroup as previously suggested and consider the following recommendations:</p> <ul style="list-style-type: none"> <li>• The Vice President of Human Resources and Employee Relations should chair the workgroup <ul style="list-style-type: none"> <li>• The job description of the VP of Human Resources and Employee Relations states that the position designs, and implements professional development programs including: leadership and staff training designs, long and short-term efforts to professionally develop internal capacity, as well as, to facilitate and improve organizational effectiveness in alignment with District strategic plan</li> </ul> </li> </ul> <p>VP Gularte shared that she was happy to know APO would make this recommendation to CPC. Professional development is one of her passions. She looks forward to developing a plan for the college.</p> <p>President Kinnamon extended his appreciation and is excited to provide opportunities for more enjoyable activities for the college.</p> <p>Lauro Jimenez expressed excitement about the recommendation. He looks forward to expanding professional development opportunities for classified staff.</p> <p>Professional development activities typically do not include students. This would have to be part of the conversation for the workgroup to consider. A separate plan could be developed for students. Example activities for students at other colleges are safe space training and orientation for student workers.</p> <p>PACE is COD’s professional development organization for the community. It is important not to forget PACE and it’s faculty in the development of the plan.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.17 APO Recommendation: Enrollment Management Plan Recommendations &amp; Evaluation</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve APO Recommendation: Enrollment Management Plan Recommendations &amp; Evaluation, seconded.</p> <p>APO recently reviewed the planning calendar. APO finalized it’s reviewed of the Enrollment Management Plan 2013. It took the committee a while because there were strategies that were set up as goals. There are goals which have been completed. Goals marked green are completed, but this does not mean they are not important. Gaps could appear at a later time.</p> <p>The recommendations are to:</p> <ul style="list-style-type: none"> <li>• Reduce the number of goals and strategies (consider 3-5 only) <ul style="list-style-type: none"> <li>○ Originally the EMP goals are set up enrollment targets or strategies (there are 10).</li> <li>○ Strategies appear to be goals and there are 94 strategies.</li> </ul> </li> <li>• Remove Strategies that were not measurable (i.e. “Continue to support programs and services”).</li> <li>• Review the updated EMP Dashboard report, which evaluated the progress of the strategies of the EMP goals, and consider the following: <ul style="list-style-type: none"> <li>○ Remove the items that are completed (in green) from the revised plan and archive.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Items that are in progress (yellow) or at no progress (red)-review and consolidate it to a much shorter list in support of the revised/new goals.</li> </ul>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.18 Educational Master Plan – 1st Reading</b>			
DISCUSSION	<p>Pamela Ralston motioned to approve the Educational Master Plan – 1<sup>st</sup> Reading, seconded.</p> <p>The Educational Master Plan is a full analysis about enrollment growth and space needs. In total there were 19 listening sessions, four surveys to different groups, 2 forums and feedback from the high school partners at the K-12 Consortium Meeting. There was an update on the labor market data with information on livable wage, first job at \$12.50/hour, and first education for the valley. The discovery findings were used to draft the goals and objectives.</p> <ul style="list-style-type: none"> <li>• Goal 1: Instructional Design and Delivery – addresses what students need from academic and support services to succeed.</li> <li>• Goal 2: Instructional Program Content – addresses the development of innovative academic program design.</li> <li>• Goal 3: Student and Support Services – addresses how to make a welcoming and effective college; the counseling department emphasized.</li> <li>• Goal 4: Community Partnerships – addresses all the ways the college can serve partners and the community at large.</li> <li>• Goal 5: Information and Communication – addresses the different types of communication platforms to reach the community constituents.</li> <li>• Goal 6: Integrated Planning, Professional Development, and alignment of staffing, facilities, and technology plans with the EMP.</li> </ul> <p>VP Ralston encouraged CPC members to send the information to their constituents to review. Additional information is on the website. Input and feedback are collected via direct email to VP Ralston, hardcopies are to be sent to the VPSL office, comment on the dialogue box on the website, or schedule a meeting with VP Ralston if the comment is specific in nature.</p> <p>The Academic Senate reviewed the EMP as a first reading at their 4/27/2017 meeting. The second reading will be at their May 11<sup>th</sup> meeting.</p> <p>The second CPC reading will not be a complete draft, but will have all of the pieces needed to make a determination.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.19 Administrative Procedure 5010 Admission – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5010 Admission – 1st Reading, seconded.</p> <p>The blue edits are changes directly out of CCLC. The red edits are complete by Admissions &amp; Records.</p>		
CONCLUSION	Motion carries		

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.20 Administrative Procedure 5200 Student Health Services – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5200 Student Health Services – 1st Reading, seconded.</p> <p>The changes were made by the Student Health Services assistant director, and the area dean.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.21 Administrative Procedure 5210 Communicable Disease – 1st Reading</b>			
DISCUSSION	<p>Annebelle Nery motioned to approve Administrative Procedure 5210 Communicable Disease – 1st Reading, seconded.</p> <p>Minor changes to titles. This AP is part of the review cycle.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>2.22 Deactivation of Administrative Procedure 7385 Salary Deductions – 1st Reading</b>			
DISCUSSION	<p>Mary Anne Gularte motioned to approve Deactivation of Administrative Procedure 7385 Salary Deductions – 1st Reading, seconded.</p> <p>Human Resources is responsible AP 7385. It is recommended that this AP should be deactivated. It restates the board policy.</p> <p>A clarification for the last bullet: How does the board review employee contributions payroll deductions? Instead of limiting the types of organizations employees can contribute, it should be revise to not limit the organizations.</p> <p>CSEA has its own process to stop deductions from payroll. This process should be followed before it goes to the board for approval.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3. INFORMATION/DISCUSSION ITEMS</b>			
<b>3.1 Accreditation Update: Complete Self-Study</b>			
DISCUSSION	<p>VP Nery shared that all sections of the self-study have been completed and posted on the accreditation webpage. All sections have been sent to the Public Relations Office for branding, formatting and design.</p> <p>VP Nery introduced Bert Bitanga, faculty co-chair for accreditation workgroup to present an update on the accreditation process. The presentation provided background on the accreditation workgroup and its members. The master timeline was developed to capture all the different components at different points in time from October 2015 through October 2017. The accreditation webpage provides information about the self-study, as well as, a newsletter. In the next month, the workgroup will</p>		

	begin preliminary plans for the visit: October 2-5, 2017. By August 1, the self-study report must be sent to ACCJC and the visiting team.		
	Bert and VP Nery thanked the workgroup for their hard work.		
	President Kinnamon expressed his appreciation to the workgroup. He thanked VP Nery and Bert for their leadership.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.2 Board Policy 5010 Admission and Concurrent Enrollment</b>			
DISCUSSION	CPC approved first reading of AP 5010 in the action agenda items. The corresponding BP will go to the next board meeting for approval. The changes reflect changes from CCLC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.3 Board Policy 5200 Student Health Services</b>			
DISCUSSION	CPC approved first reading of AP 5200 in the action agenda items. The corresponding BP will go to the next board meeting for approval.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.4 Board Policy 5210 Communicable Disease</b>			
DISCUSSION	CPC approved first reading of AP 5210 in the action agenda items. The corresponding BP will go to the next board meeting for approval.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>4. Adjournment: 11:03am</b>			
President Kinnamon summarized highlights of the work that will be completed in the coming year: Accreditation, Educational Master Plan, Facilities Master Plan, and the Professional Development Plan.			
Next Meeting: May 12 <sup>th</sup> , 2017			