

COLLEGE PLANNING COUNCIL

MINUTES

MAY 1, 2015

10:00AM – 12:00PM

PSA ROOM 19A

ATTENDEES	B. Bitanga, S. Cooper, A. Davies, D. Diamond, C. Doussett, L. Emerson, C. Farmer, L. Howell, P. Hunter, J. Jaramillo, M. Jasso, E. King, A. Bynum, J. Kinnamon, L. Jimenez, M. Lisi, ASCOD Vice President P. "Tish" Lacy, C. Levitt, , D. Martinez, A. Nery, R. Rawnsley, Anna Reber-Franz, K. Tabor, S. Willis, D. Wirth, ASCOD President J. Zepeda, S. Jones, A. Phillips, C. Lasquade, L. Soccio, Andrew Johnson for C. Derum Recorder: Angela Walton Minutes Approved: April 10, 2015 CPC Minutes approved
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10:00 AM

Handouts that Committee Members Received: None

Agenda topics

1. APPROVAL OF MINUTES OF APRIL 10, 2015

DISCUSSION	There were no corrections made to the minutes: Approved.		
CONCLUSIONS	Minutes were approved with no corrections noted.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

1. BUDGET SUBCOMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported that the budget subcommittee portal has been updated and has been communicated to staff. VP Howell informed the committee that the Governor's May Revise will come out next week, and may be available to view online. VP Howell reported that COLA has been decreased for next year, which may signal economic concern, and provided updates on FTES, Prop 98 monies, 3 rd quarter financials and growth, which she reported is projected at 6% and was included in the revenue projections. At the June Board of Trustees meeting the trustees will vote on the proposed budget, and will vote on the real budget in September. On May 22 the preliminary budget will be released and made available to the public. The budget subcommittee meets on June 1 and June 8, which is when the tentative budget will be released, to be presented to Board on June 18. VP Howell stated that she believes we will be close to the projections. All updates will be posted on the portal.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

2. BOOKSTORE ADVISORY COMMITTEE

L. HOWELL

DISCUSSION	VP Howell stated that this committee has not been active, reporting that they met once in fall, and another meeting is scheduled two weeks. VP Howell stated that she meets regularly with Dean Goetz, Bookstore Manager, who reported that bookstore sales continue to improve. VP Howell conveyed that although they hoped to have the Indio bookstore open, it will most likely now open in the spring term.		
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CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
1. None.		

3. FOOD SERVICE
ADVISORY
COMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported that the food services request for proposals (RFP) has been released, and that walkthroughs were conducted with five large companies who showed interest. Bids are required to be submitted by May 15; the current food service provider at BEEPS will be extended through summer term, and the new food service provider will be in place by fall term. Lauro Jimenez asked who will review the RFPs. VP Howell stated that the Food Advisory Committee along with Administration will review the RFPs.	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
1. None.		

5. DIVERSITY COUNCIL

A. NERY

DISCUSSION	Dr. Nery reported the Diversity Council has met twice, and their next meeting is scheduled for next week. The Diversity Council members have been reviewing the existing structure and mission. Dr. Nery also provided a student equity update, reporting that they are now reviewing and scoring plans, SSSP and student equity. Dr. Nery stated that community colleges will be receiving recommendations and if a low score is received, the Chancellor's office will be calling the presidents of these low-scoring colleges. Dr. Nery further reported that submitting a student equity plan is now mandated by law, and those that do not submit may lose funding in not only SSSP but in all categorical areas. Dr. Nery reported that the finance arm of the state will put more money into student equity, and SSSP is the most restricted. Anna Davies, VP Student Success/Student Learning, recommended surveying the students about the issues that may not be tangible in the classroom but may affect them in other areas. The committee briefly discussed other issues for students, and Linda Emerson thanked Dr. Nery and her team for their work.	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
1. None.		

6. ADMINISTRATIVE
COMPUTING COMMITTEE

S. WILLIS

DISCUSSION	Ms. Willis, Director of Educational Technology, reported that this committee has reconvened and met in April, and expressed her appreciation of the students participating on the committee. Ms. Willis noted that the meeting time will be changed so it will not conflict with Enrollment Management, and reported that her department will be sending out a training needs survey, and described some of the trainings that may be offered. Ms. Willis also stated that her department will continue to provide training opportunities until surveys are in.	
	Ms. Willis reported that they have been drafting a revised computer and network use procedure, as the current one outdated and has not been reviewed or revised since 2012. She will bring the revised draft to CPC for review. Ms. Willis also announced that they have been reviewing email distribution groups, as	

	many are no longer active, have not been maintained or kept up to date. These will be updated and shared with CPC.	
CONCLUSIONS		
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
1. None.		

7. APO

A. NERY/D. MARTINEZ

DISCUSSION	Dr. Nery commented that she has enjoyed chairing APO, but she will now be co-chairing Accreditation Committee with Bert Bitanga, and Dr. Martinez will be chairing APO. Dr. Martinez reported that APO has been working on updating the CPC manual and have been reviewing edits as well as incorporating more feedback from committee members and staff. The revised manual will be made available to CPC for review once incorporation of edits have been completed. Dr. Martinez stated that the anticipated edits with feedback from committees and new members should be completed by September. The second half of CPC handbook refers to committees, structures, and missions; Dr. Martinez commented that finishing the assessment of committees with feedback from co-chairs will be valuable in revising the handbook. A retreat will be called in September, and new training opportunities will be developed from the retreat. Dr. Martinez reported that the APO committee will also review the CPC handbook with the Academic Senate.	
CONCLUSIONS		
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
1. None.		

8. INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

D. MARTINEZ

DISCUSSION	Dr. Martinez informed the CPC committee that each college will be charged with developing and adopting goals, which has discussed with the Academic Senate. Douglas Redman, Academic Senate President, will present this to the All Faculty Senate.	
CONCLUSIONS		
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. TRANSFER ADVISORY COMMITTEE

A. PHILLIPS

DISCUSSION	Ms. Phillips reported that this committee has reconvened to address the University Center, which traditionally did not have a large faculty presence. Four additional faculty members will be nominated for the committee. The committee discussed most popular majors and the standards necessary to apply to university partners. The committee has developed recommendations which will include a comprehensive list of majors that COD students are interested in. They also recommended more criteria, such as establishing minimum guidelines with partners' graduation rates, default and retention rates. COD should set benchmarks for those colleges for accreditation, retention and default for our partners.	
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

10. CPC CALENDAR

J. KINNAMON

DISCUSSION	<p>Dr. Kinnamon reported that CPC will be dark in June and July. If new people are replacing committee members on CPC, Dr. Kinnamon asked the committee to let Angela Walton know who to include on distribution list. Dr. Kinnamon also stated that CPC training will be moving forward.</p> <p>Mary Lisi inquired if a strikeout copy of the CPC handbook will be provided. Dr. Martinez stated that they will provide both clean and strikeout version. Mary Lisi also asked where commencement exercises will be held. Dr. Kinnamon reported that graduation will be held on campus at Boone Field.</p> <p>Bert Bitanga announced that his program showcase is today, and will be set up next door, begins at 12 pm today, and invited everyone to attend.</p>

NEXT MEETING TBA

ADJOURNED AT 12:09 PM.