

COLLEGE PLANNING COUNCIL

MINUTES

MAY 13, 2016

10:00AM – 12:00PM

PSA ROOM 19 A & B

ATTENDEES	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Rick Rawnsley, 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

President Kinnamon introduced Dr. Pamela Ralston, VP of Student Learning, Dr. Annebelle Nery, VP of Student Success, and Tony Killian, Interim Dean, Arts and Social Sciences.

Handouts that Committee Members Received: Faculty Prioritization Surveys, Enrollment Management Committee Charter Revision, Diversity and Equity Council Description, Gender Equity in Athletics Committee Description, Matriculation Advisory Committee Description, Budget Subcommittee Charter, Facilities Advisory Committee Charter, AP 6200 Budget Preparation, AP 6400 Financial Audits, AP 6325 Payroll, AP 3200 Accreditation, Various Board Policies and Administrative Procedures

Agenda topics

1. APPROVAL OF MINUTES OF APRIL 22, 2016

DISCUSSION	None.	
	The minutes were approved as presented with no corrections noted.	
CONCLUSIONS	Minutes were approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

DISCUSSION ITEMS

2. BUDGET SUBCOMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported that the group met and discussed the IEPI Goal and fiscal health. The group recommended setting fund balance goals of 16% and long term goals of 13%. VP Howell reported that the group would like to submit these goals with the IEPI goals.	
	VP Howell reported that the May Revise information will be presented soon, and there is an expected slight increase for COLA next year, but there was no increase this year. Tentative budget adoption will take place on May 20 at the Board of Trustees meeting, and COD remains fiscally solid.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

3. BOOKSTORE
ADVISORY
COMMITTEE

L. HOWELL

DISCUSSION	VP Howell reported the committee met Thursday, and the bookstore is doing very well. The Indio bookstore will be operational in the fall, and textbook sales will coordinate with financial aid for the fall semester. The biggest challenge will be late faculty submissions for textbooks.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4. FACULTY
ADVISORY
COMMITTEE

L. HOWELL

DISCUSSION	<p>VP Howell reported that the committee met on May 5 with a consultant to discuss the best use of current facilities. The group also discussed state funding with regard to facilities. VP Howell informed the group that they are considering having a bond measure on the November ballot for additional construction.</p> <p>Dr. Kinnamon commented that they will be going forward with recommendations to the Board of Trustees for an additional bond measure for the November election to support buildings for the West Valley campus. Dr. Kinnamon also stated that they are working to identify needs at the Palm Desert campus, as well as the needs in Desert Hot Springs, and informed the group that they are in the process of acquiring an additional parcel at the Indio campus to add a parking lot. President Kinnamon commented that he wanted staff to be aware in case they encounter inquiries from community. Dr. Kinnamon reported that staff is scheduled to speak at the June 1 Palm Springs City Council meeting, and will also have an action item on the May 20 Board of Trustees meeting agenda to approve the environmental impact report on the Palm Springs site. An offer has been made on that property, but there has not been response made yet. Dr. Kinnamon reported that the strategic plan will be sharing during this meeting.</p> <p>Dr. Hall commented that they are at capacity at Indio and are pursuing center status.</p>	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

5. ASSESSMENT OF
PLANNING AND
OUTCOMES
COMMITTEE – CPC
HANDBOOK
UPDATE

A. NERY

DISCUSSION	Dr. Nery reported that the committee met yesterday, where they discussed updates to the CPC handbook, a comprehensive program review, and the faculty prioritization process.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.	Dr. Nery	4/22/16

6. DISTANCE EDUCATION POLILICES		K. HALL	
DISCUSSION	Dr. Hall reported that the committee made changes by Distance Education policies, and the changes are presented as information for the CPC committee. Dr. Hall reported that the changes included methods by which faculty can become certified to teach online courses. There are faculty undergoing training to be able to teach on line, list will go out when appropriate when it's time to schedule classes so they will know who is certified. Emerson, if new faculty are hired, how much time will they have to get certified? Hall, if previously training, they can bring certification in and have their training evaluated to determine if it aligns with COD standards.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.		TBD	

7. APPROVE MATRICULATION ADVISORY COMMITTEE DESCRIPTION		A. NERY	
DISCUSSION	<p>Motion – Motion by Dr. Nery, seconded by Elise King to approve the Matriculation Advisory committee description.</p> <p>Amanda Phillips reported that changes in recent legislation prompted the changes in the committee description, and that the changes are largely in membership, titles, and the number of individual faculty. Ms. Phillips discussed the membership that is now needed, commenting that the updated products in the charter are legislatively advised for SSSP. Recommendations from the committee need approval from Academic Senate and CPC. Ms. Phillips commented that although this is a large committee, it does not usually meet quorum, but needs to meet regularly to get the changes accomplished.</p> <p>CPC committee discussed the overlap of committee membership. Dr. Kinnamon asked that Ms. Phillips email a redlined copy to the CPC committee to see the changes. The committee also discussed the possibility of utilizing video-conferencing to make quorums at these meetings. Dr. Hall recommended putting this matter before the Academic Senate to seek ratification on allowing members to participate 9in meetings electronically. Carlos Maldonado advised that a quorum can be set by the individual body and requires the quorum is documented.</p> <p>Amanda Phillips reported that she will come back to CPC with correct titles and correct membership numbers (strike 20 and make it 21). Dr. Nery amended the motion to include correcting Ed Tech chair and Distance Ed chair, strike the word “services”, and replacing it with student success. Dr. Nery commented that the subcommittee structure will be added to the committee description.</p> <p>All voted in favor.</p>		
CONCLUSIONS	Amanda Phillips will bring the amended charter with corrections back to CPC.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

8. BUDGET SUB-COMMITTEE CHARTER – 2 ND READING		L. HOWELL	
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DISCUSSION	Motion: VP Howell made the motion to approve the second reading of the budget subcommittee charter, and Mary Lisi seconded.	
	Discussion: VP Howell reported there were no changes to the charter.	
	All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. FACILITIES ADVISORY
COMMITTEE CHARTER
– 2ND READING

L. HOWELL

DISCUSSION	Motion: VP Howell made the motion to approve the second reading of the Facilities Advisory Committee charter, and Lauro Jimenez seconded.	
	Discussion: The charter was reviewed and the CSEA and classified reps were corrected.	
	All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

10. AP 6200 BUDGET
PREPARATION – 2ND
READING

L. HOWELL

DISCUSSION	Motion: VP Howell made the motion to approve the second reading of AP 6200, and Dr. Nery seconded.	
	Discussion: None.	
	All voted in favor.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

12. AP 6400 FINANCIAL AUDITS
– 2ND READING

L. HOWELL

DISCUSSION	Motion – VP Howell made the motion to approve the second reading of AP 6400, Dr. Nery seconded.	
	Discussion: VP Howell commented that the term was corrected for the auditor contract and now reads three years, and the auditor contract must be renewed every three years, although that does not mean COD will continue with the same auditor. VP Howell also reported that multi-year contracts yield better prices.	
	All voted in favor.	

CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1. None.

13. AP 6325 PAYROLL – 1ST READING

L. HOWELL

Discussion	Motion – VP Howell made the motion to approve the first reading of AP 6325, and Dr. Nery seconded.	
	Discussion: Due to the illegible hard copies of the procedure, VP Howell read the changes to the CPC committee, and stated she will send the electronic copy to the CPC committee members. Denise Diamond commented that for advances on payroll checks, faculty might prefer the privacy factor of going to the Director of Fiscal Services, so deans would not be privy to the circumstances of the request. VP Howell stated that she will make the change to have requests of this nature submitted in writing to the Director of Fiscal Services instead of to supervisors. Payroll distribution is changing from Payroll to the Business Office. Lauro Jimenez inquired on the payroll timeline, and VP Howell responded that she will bring the answer to the next CPC meeting.	
	VP Howell amended the earlier motion to approve this item with the incorporated changes, Denise Diamond seconded.	
	All voted in favor.	
Conclusions	None.	
Action items	Person responsible	Deadline
1. The amended procedure will come back to CPC for a second reading.	L. Howell	4/22/16

14. AP 3200
ACCREDITATION

A. NERY

DISCUSSION	Motion – Dr. Nery made the motion to approve the AP, David George seconded.	
	Discussion: Dr. Nery highlighted the changes in the redlined version, reporting that the accreditation standards were updated to reflect the new standards, and that the cycle changed to seven from six-years.	
	All voted in favor.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		TBD

15. POLICY/PROCEDURE REVIEW
– 2ND READING

J. KINNAMON

DISCUSSION	Motion: Dr. Kinnamon made the motion to approve the second reading of the policies and procedures, Dr. Nery seconded.	
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	<p>Board Policies:</p> <ul style="list-style-type: none"> BP 2110 Vacancies on the Board BP 2510 Participation in Local Decision Making BP 2710 Conflict of Interest BP 2715 Code of Ethics – Standards of Practice – Trustees BP 3310 Records Retention and Destruction BP 3410 Non Discrimination BP 3430 Prohibition of Harassment BP 3440 Service Animals BP 3518 Child Abuse Reporting BP 3540 Sexual and Other Assaults on Campus BP 3715 Intellectual Property BP 3900 Speech: Time, Place and Manner <p>Administrative Procedures:</p> <ul style="list-style-type: none"> AP 2110 Vacancies on the Board AP 2510 Participation in Local Decision Making <p>Lauro Jimenez asked about recent updates to the child abuse reporting law. Angela Walton reported that the child abuse reporting language applies to the Child Abuse Reporting procedure, AP 3518, not the Board Policy 3518, and that Executive Cabinet will review the Child Abuse Reporting procedure, AP 3518, at the next Executive Cabinet meeting.</p> <p>Denise Diamond reminded CPC that the policies and procedures should be aligned with legislative changes, and Mary Lisi commented that there may be trainings available for mandated reporters.</p> <p>Lauro Jimenez asked about the Academic Senate’s responsibility in AP 2510, Participation In Local Decision Making. Dr. Hall recommended that the language under the first bullet could be amended to state “The Academic Senate, in consultation with President, shall appoint faculty to the committee.</p> <p>All voted in favor, and these policies and procedures were approved for a second reading.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

ADJOURNED – 11:55 AM

NEXT MEETING: TBD