



College Planning Council

Minutes For Friday, September 8, 2017		10 AM - 12 PM	Cravens Multi-Purpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Angel Meraz, Sarah Fry, Courtney Doussett, Andrew Johnson, Steve Dostal, Anthony Tesch, Linda Emerson, Maria Herrera, David Bashore, Robert Holmes, Lauro Jimenez, Lily Casas, , Arturo Delgado, John Ramont, Jeff Larson, Karen Tabor, Amanda Phillips, Jessica Enders, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Pam Hunter, Daniel Martinez, Joseph Aguirre,		
Members not Present:	Rick Rawnsley, Denise Diamond, Isiah Estrada, Sheri Willis, Annebelle Nery, Katie Chartier		
Guest(s):			
Parliamentarian:	Carlos Maldonado		
Recorder:	Sai Vang		

AGENDA

1. Call to Order/Roll Call: 10:04am			
2. ACTION ITEMS			
2.1 Approval of May 26, 2017 Minutes			
DISCUSSION	None.		
CONCLUSION	Approved as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Diversity & Equity Council Recommendation: Equity Committee Description – 2nd Reading			
DISCUSSION	<p>Motioned by Lauro Jimenez to approve the Diversity & Equity Council Recommendation: Equity Committee Description – 2nd Reading, seconded.</p> <p>Amanda Phillips reported through the process of the accreditation self-study, a recommendation from the committee was made to separate the Diversity & Equity Council into two committees. The Diversity Committee will focus on diversity issues in HR and a separate Equity Committee will focus on the Student Equity Plan.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 5142: Educational Accommodations and Academic Adjustments – 1st Reading			
DISCUSSION	<p>Motioned by Amanda Phillips to approve the Administrative Procedure 5142: Educational Accommodations and Academic Adjustments – 1st Reading, seconded.</p> <p>Interim DSPS Director Paul McKinley reviewed and updated AP 5142 to reflect current Title 5 guidelines as they relate to DSPS. There are no specific recommendations by the Community College League of California (CCLC). The</p>		

	updated AP was sent to legal counsel for additional review. They provided no additional updates.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 Administrative Procedure 5144: Substitution of a Course Requirement for Students with Disabilities – 1st Reading			
DISCUSSION	<p>Motioned by Amanda Phillips to approve the Administrative Procedure 5144: Substitution of a Course Requirement for Students with Disabilities – 1st Reading, seconded.</p> <p>Similar to AP 5142, CCLC did not provide specific recommendations for AP 5144. This topic is “hot” nation-wide. Interim DSPS Director Paul McKinley reviewed and updated AP 5144. There are no specific recommendations by the Community College League of California (CCLC). The updated AP was sent to legal counsel for additional review. They provided no additional updates.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.5 Administrative Procedure 5145: Suspension of Disabled Students Programs and Services (DSPS) Services – 1st Reading			
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 5145: Suspension of Disabled Students Programs and Services (DSPS) Services – 1st Reading, seconded.</p> <p>Similar to the other APs already presented in the review process. In addition, there are a few strikeout including violations in the student code of conduct in the discipline process. It is not necessary to have an additional grievance process different from the process outlined in the catalog.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 Administrative Procedure 5146: Educational Assistance Class Repeatability for Students with Disabilities – 1st Reading			
DISCUSSION	<p>Lisa Howell motioned to approve the Administrative Procedure 5146: Educational Assistance Class Repeatability for Students with Disabilities – 1st Reading, seconded.</p> <p>The educational assistance classes are specific designed for students with disabilities. The classes are specifically designed to aid DSPS students in completing other regular or educational assistance classes.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. INFORMATION/DISCUSSION ITEMS			
3.1 Board Policy 5142: Educational Accommodations and Academic Adjustments			
DISCUSSION	The BP 5142 is the corresponding BP to AP 5142. There were no		

	recommendations from CCLC.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Board Policy 5144: Substitution of a Course Requirement for Students with Disabilities			
DISCUSSION	The BP 5144 is the corresponding BP to AP 5144. There were no recommendations from CCLC.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Board Policy 5145: Suspension of Disabled Students Programs and Services (DSPS) Services			
DISCUSSION	The BP 5145 is the corresponding BP to AP 5145. There were no recommendations from CCLC.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 Board Policy 5146: Educational Assistance Class Repeatability for Students with Disabilities			
DISCUSSION	The BP 5146 is the corresponding BP to AP 5146. There were no recommendations from CCLC.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 Board Policy 5147: Standards for Electronic and Information Technology – Section 508			
DISCUSSION	BP 5147 does not have a required corresponding AP. This is a legally mandated. The listed AP 6365 does not corresponding to the BP because this is an overarching BP.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.6 Educational Master Plan Goals			
DISCUSSION	<p>The one-page handout, designed by the Public Relations Office, is a quick summary of the Educational Master Plan goals and objectives. This semester the objectives will be institutionalized and implemented. The goals and objectives would be valuable to be included in the PRU to support requests.</p> <p>The Educational Master Plan webpage can be found on the COD website. The electronic version of the completed Educational Master Plan can be downloaded on the webpage. Included are also graphics and videos to meet some of our students.</p> <p>The consultants will return to campus next week to support the implementation process. Meetings invitations have been sent.</p> <p>Dr. Kinnamon commented on the unified look of all the college plans: Strategic Master Plan, Educational Master Plan, and Accreditation Self-Study. The</p>		

	materials all look like they belong together.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.7 Facilities Master Plan			
DISCUSSION	<p>The Facilities Master Plan soft kick-off began in late spring. The team began their work in the summer assessing the college's facilities. The kick-off for staff involvement is this fall. The team chosen comprise of Cambridge West and HPI Architecture firm. The team had great references and completed many facilities master plans for community colleges throughout the state.</p> <p>The full presentation from the experts will be made at the next Facilities Advisory Committee, Monday 9/18/17. Participation is key in the development of the plan. There will opportunities for participation in subgroups from the Facilities Advisory Committee. There will be focus groups for community engagement and community partners.</p> <p>A SWOT analysis will be completed. Space utilization will be reviewed. The result of the plan will be data driven that is supported by the campus and community, implementable, and serves students and community.</p> <p>The timeline: started process in May 2017 and to be concluded in May 2018.</p> <p>Faculty, staff, and students are encouraged to participate. The Facilities Advisory Committee meeting is Monday, 9/18/17 at 4pm. An email of the meeting will be sent to the college community.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.8 Adopted 2017-18 Budget Presentation			
DISCUSSION	<p>The Budget Subcommittee has been meeting regularly for the last three years. College participation is encouraged.</p> <p>The assumptions drive how the budget is built each year. Assumptions are based on statutory COLA. The economy is still growing and inflation is kicking in. Funded growth this year in the tentative budget presented to the Board in June is based on a 3% growth assumption. Lottery funds are significant dollars for instructional materials. Revenue shortfall reduced projection to bring more dollars from the state. The other big drivers in the budget are increases in STRS and PERS.</p> <p>The rumor is that there is no growth money at the state. That is not true. There is 1% state growth money in the state budget. If other colleges don't grow, they are not able to capture any growth. That growth is available for other colleges. Lisa Howell spoke to the Chancellor's office. COD is encouraged to grow as much as we can. In 16-17, the community college system did not achieve its growth and those dollars will return to the state. Overall the system</p>		

	<p>is not growing. In the future, there may not be growth money. As a college, we want to grow as much as we can. COD's projected FON is 3 to 4. As a system FON has decreased.</p> <p>The combined budget includes unrestricted funds and restricted/grant funds. The unrestricted general fund is the primary funding source and we have grown significantly. Salaries and benefit make-up the majority of the budget expenses. This year's budget includes deficient spending and other unsettled matters (negotiations and prioritization). The final budget will be presented to the Board of Trustees on 9/15/17.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
<p>4. Adjournment</p> <p>Before adjourning, introductions were made. Dr. Kinnamon also announced the mandatory CPC Orientation for new members and members who did not attend last year's presentation. The orientation is scheduled from 9-10am on 9/22/17. Calendar invitations have been sent.</p> <p>Adjournment: 10:42am</p>			
<p>Next Meeting: Friday, September 22, 2017 10:00-12:00 PM</p>		<p>Location: Cravens Multi-Purpose Room</p>	