



College Planning Council

MINUTES FOR October 12th, 2018	10:00am – 12:00pm	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Ken Larmon, Angel Meraz, Donna Greene, Andrew Johnson, Michael McJilton, Anthony Tesch, Eliu Benavides, Kimberly Brooks, Denise Diamond, David Bashore, Robert Holmes, Michael Gayle, Lily Casas, Yazzmine De Leon, Larissa Chavez, John Mosser, Mary Lou Marrujo, Leslie Young, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Mark Zacovic, Pam Hunter, Daniel Martinez, Carlos Maldonado	
Members not Present:	Sarah Fry, Jeff Baker, Annebelle Nery, Kim Dozier, Katie Chartier	
Guest(s):	Jeff Larson, Scott Adkins, Roz Weissmann	
Recorder:	Sai Vang	

AGENDA

1. Call to Order: 10:03am		
2. Action Item(s)		
2.1 Approval of September 28th, 2018 Minutes		
DISCUSSION	Lily Casas motioned to approve the September 28, 2018 Minutes, seconded. A correction to be made to the minutes to reflect that Andrew Johnson did not attend the meeting. Gary Ginther attended as his designee.	
CONCLUSION	Minutes approved with the correction.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Make the correction to the minutes and upload onto CPC's webpage.		Sai Vang
DEADLINE		
ASAP		
2.2 Academic Calendar Committee Charter – 1st Reading		
DISCUSSION	John Mosser motioned to approve the Academic Calendar Committee Charter – 1st Reading, seconded. The Academic Calendar Committee completed a self-evaluation and through the assessment, the committee recommended modifications to the charter. Two major changes were made to the charter: 1) addition of the term 'designee' to all members to ensure quorum at meetings, 2) the addition of a student representative was important in the calendar development dialogue. A change was also made to approve multi-year calendars. A correction was suggested to change the title of the Vice President, Human Resources and Labor Relations to Vice President, Human Resources and Employee Relations.	
CONCLUSION	Motion carried unanimously.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE

Make the correction to the title of Vice President, Human Resources and Employee Relations.	Sai Vang	By next meeting				
3. Information/Discussion Item(s)						
3.1 Academic Calendar Committee Update <ul style="list-style-type: none"> • 2019-2020 Academic Calendar • 2020-2021 Academic Calendar 						
DISCUSSION	<p>Roz Weissmann presented the 2019-20 and 2020-21 Academic Calendars along with President Kinnamon who is the Academic Calendar Committee Chair. He refers to Roz Weissmann as the Chair behind the Chair</p> <p>There are standard guidelines from the state chancellor’s office on the number of weeks and what constitutes as an instructional week. As a Committee, the calendar is developed to adhere to the guidelines. The options to schedule breaks are limited. Over the years, the academic calendars have become standardized.</p> <p>Veteran’s Day is one day that cannot be changed. For the 2019-20 Academic Calendar, Veteran’s Day and Labor Day occurs on Mondays resulting in two Monday holidays. Standard guidelines requires 15 to 16 Monday meetings each term. Final Exam week will start Tuesday, December 10 through Monday, December 16. Spring break is scheduled for the first full week of April or the 11th week of the spring term. Winter intercession will be 14 days, which is the minimum number of instructional days.</p> <p>The 2020-21 Academic Calendar is the ideal calendar. For fall term, classes start on a Monday and ends on a Friday. For winter intercession, there are 15 days of instruction.</p> <p>Classes offered during winter intercessions are usually the 54 hours-3 units classes and some 72 hours-4 units classes. The difference between 14 verses 15 instructional days is that instead of meeting for 3 hours 20 minutes, classes meet for 3 hours 30 minutes. Furthermore, many online classes are offered.</p> <p>Dialogue regarding lengthening winter intercession was not discuss this time around but the Committee have had discussions in the past. The historical practice is to have graduation the Friday before Memorial Day Weekend. Changing this practice would be a huge cultural shift for the college. Flex days are also required.</p>					
CONCLUSION	<p>The Academic Senate has approved the 2nd reading of the multiyear calendars at their 10/11/18 meeting. The next steps is to forward the calendars to the Board of Trustees for approval.</p>					
FOLLOW-UP ITEMS						
Forward the 2019-20 and 2020-21 Academic Calendars to the Board of Trustees for approval at their October 19 th meeting		<table border="1"> <thead> <tr> <th data-bbox="972 1677 1291 1703">PERSON RESPONSIBLE</th> <th data-bbox="1291 1677 1481 1703">DEADLINE</th> </tr> </thead> <tbody> <tr> <td data-bbox="972 1703 1291 1738">Joel Kinnamon/Sai Vang</td> <td data-bbox="1291 1703 1481 1738">ASAP</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	Joel Kinnamon/Sai Vang	ASAP
PERSON RESPONSIBLE	DEADLINE					
Joel Kinnamon/Sai Vang	ASAP					
3.2 Faculty Prioritization Update						
DISCUSSION	<p>Faculty Prioritization took place on Friday, September 28th. The results are presented to CPC and are posted online. The next step is to forward to the results to the Superintendent/President as the recommendation.</p>					

CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Food Services Advisory Committee Update			
DISCUSSION	<p>The Food Services Advisory Committee is scheduled to meet once a semester or as needed. In the past, the Committee worked to recommend contracts for dining services in Beeps Café and the Pepsi contract for beverage vending machines. Currently, the Committee is working on a contract for snacks in the vending machines.</p> <p>The Committee reviewed the survey results for snacks in the vending machines. The information learned from the survey results will be incorporated in the request for proposals for new vending vendors. The Committee hopes to wrap up this project soon.</p> <p>Beeps informed the Committee that they are able to accept Apple pay and Android pay. They are working with the county to accept EBT payment. Soft serve ice cream is now available.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 Budget Subcommittee Update			
DISCUSSION	The Budget Subcommittee met on October 8 th . The meeting agenda focused on the adopted budget, updated the committee charter, discussed the impact of the new funding formula, and they are working to finalize the budget narrative.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 Outreach and Training Subcommittee Update			
DISCUSSION	The Outreach and Training Subcommittee held their first meeting on October 3 rd . Part of their discussion was to gather input from the Chairs Council for training needs. The Committee reviewed their role and products. Members will discuss the committee charter with their constituent groups for adjustments. They had a great discussion on alternative/creative ways to do outreach in the college community. The agenda and minutes templates were reviewed for accessibility. The draft templates were distributed. Once the final versions of the templates are ready to be used, the Committee will update the college and post them on the Portal.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.6 Health and Welfare Committee Update			
DISCUSSION	The Health and Welfare Committee met on September 24 th . The Committee are exploring changing the flexible spending account administrator, expanding life insurance coverage, and future voluntary benefits.		
CONCLUSION			

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 10:23am		

NEXT MEETING: Friday, October 26th, 2018 | Cravens Multipurpose Room