



**COLLEGE OF THE DESERT
COLLEGE PLANNING COUNCIL MEETING**

Friday, November 7, 2014
10:00 a.m. to 12:00 p.m. PSA Room 19A

Minutes

Members: A. Bynum, A. Davies, A. Nery, A. Sawa, ASCOD President J. Zepeda, L. Emerson, L. Young, ASCOD VP P. Lacy, B. Bitanga, D. Martinez, C. Levitt, C. Phillips, D. Bashore, D. Diamond, D. George, D. Redman, J. Jaramillo, J. Kinnamon, K. Tabor, A. Reber-Frantz, L. Howell, L. Jimenez, M. Harlow, R. Rawnsley, W. Ansley, E. King, S. Cooper, D. Wirth

Guests: Dr. Lisa Soccio, Dr. Eliu Benavides

Ex Officio: C. Farmer, C. Maldonado (Absent) P. Hunter

Recorder: A. Walton

Approval of Minutes of September 26, 2014 and October 24, 2014 – Lauro Jimenez provided the second plaque language: “In Honor of Stanley M. Dupree, Professor, Colleague, Advocate, Friend”. Mr. Jimenez asked for the plaque language to be included in the October 24 minutes.

CSEA had chapter meeting same afternoon, and approved the same motion. Dr. Soccio asked to be added as a “guest” to all minutes. There were no objections to the changes, and both sets of minutes were approved.

ASCOD Report

J. Zepeda

Mr. John Zepeda reported that some members will be attending a SSCCC conference and voting on student government resolutions during the conference. ASCOD is actively enforcing the smoking policy, the students of the architecture program won an award for their entry in the recent golf cart parade, ASCOD is in the midst of planning their winter retreat, and are finalizing the food survey and it will be sent out in two

weeks. Mr. Zepeda also reported that ASCOD will be walking in the upcoming Pride Parade, a recent ASCOD resolution was approved and homecoming was successful.

Budget Update

L. Howell

Vice President Lisa Howell attended conference regarding state funding and discussed the new funding formula that was introduced and shared. Utilization of the new funding formula will start in 2015/2016, and is positive news for the college. Ms. Howell shared how COD will fare compared to other college districts once this formula is implemented. Administrative Services department is busy redoing revenue projections, and will be filing final 320 report soon. A full report will be provided to the Board of Trustees in January regarding where the college stands. Dr. Kinnamon shared that Vice President Howell and Dr. Jim Buysse went to Sacramento to meet with the Chancellor's office to discuss the significant liability of the FTE issue. Dr. Kinnamon updated the committee on the issue, stating that reported that the number is down to \$4.4 million, asking COD to pay \$1.4 million per year for four years. They will continue to have dialogue with the Chancellor's office, and will keep the committee updated.

Professional Development Task Force

E. Benavides

This item was continued from the October 24, 2014 meeting.

Dr. Eliu Benavides, Co-Chair of Professional Development Task Force discussed the committee's charge, composition and role. He further explained the idea behind forming the committee, which is to address issues such as retention, technology, and participatory governance. The role and composition will be determined by CPC, which Dr. Soccio explained was also discussed at faculty development committee. Her recommendation is that the senate faculty chair also chair the Professional Development Task Force to link the two committees to CPC. The group also discussed adding flex days to academic calendar, as well as Title V, faculty development committee and professional development student participation.

Ms. Linda Emerson proposed changing Action 1.0 to read "The Professional Development Committee should contribute to the oversight of the comprehensive College Flex Calendar in collaboration with the Faculty Development Committee." Mr. Bert Bitanga recommended that the key people (Mr. Lauro Jimenez, Ms. Denise Diamond, Mr. David Bashore) in today's discussion should meet as a task force. Ms. Diamond and Mr. Jimenez both volunteered for the task force.

Safety Concern

L. Howell

Vice President Howell stated that Keenan, COD's insurance consultants, conducted an inspection in September which yielded a concern of a hazard issue regarding a metal structure on a Donors Wall, which has sharp edges exposed. After discussion on how to fix the issue, it was recommended that Vice President. Howell will bring back a cost of

removal, replacement, and refurbishing. The original architect who designed the structure will be contacted for their input as well, and several people will be invited to be part of a subcommittee to work on this issue and will bring back final recommendations to CPC.

Follow-up: Smoking on Campus

L. Howell

Vice President Lisa Howell discussed the smoking policy, distributed a list of college campuses that are smoke free, as well as a map designating where smoking areas are located on COD campus. The concern is that smoking policy is not enforced. This is an information item. Mr. Rick Rawnsley stated that they is not appropriate signage of where people are not allowed to smoke. Ms. Emerson stated that there may not be enough smoking areas and the designated areas are not always easy for students to get to; parking lots should be added. Ms. Tish Lacey stated that smoking areas are not distinguishable. Ms. Pam Hunter stated that old ashtrays located outside of buildings may indicate that people are allowed to smoke there. Dr. Nery suggested a ticket system when enforcing the smoking policy. Mr. Stan Henry stated there are no fines attached to enforcement. All enforcements other than parking go through Student Life. A fine structure would need to be developed through this CPC. Mr. John Zepeda stated that ASCOD is in the process of developing a fine structure, and they would welcome any input. Vice President Howell stated that the Green Committee met, and went to ASCOD to meet also, yet ASCOD did not support their request. Vice President Howell recommended that ASCOD comes back to CPC with recommendations on how to move on this issue.

Comprehensive Parking Study

L. Howell

Mr. Stan Henry reported there are 27 parking lots around campus, and 3516 spaces. Student parking is \$20 per semester, and faculty parking is free for first vehicle. The biggest issue appears to be compliance with parking permits by students (not purchasing permits). The solar one-day pat stations may not always operate properly. Overall there are a sufficient number of parking spaces, but offered several recommendations for improvement:

- Changing lot 4 to a full visitor parking lot
- Using lot 5 for a gym sporting events for visitors after 5 pm
- Use lot 14 for field sporting events after 3 pm
- Lot 3, designate 7 spots for BOT, President and 2 Vice Presidents
- Lot 21 staff parking only until 6 pm, becomes visitor/staff parking after 6 pm
- A/C hard wire the two solar pay stations to eliminate issues with batteries running down and stations not working
- Add an additional A/C one day pay station to the north end of Lot 28
- Increase the signage for all the pay stations for better visibility

- Increase the one day cost to \$3 and install the ability to take debit and charge cards
- Increase the cost of parking permits annually by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the US Department of Commerce

Lisa Howell asked interested parties to form a subcommittee with Stan Henry to address the parking issues and report back to CPC. Parking fees should also be considered, as we do not charge as much as many other colleges.

Academic Senate

J. Kinnamon

a. Faculty Prioritization

November 21, Faculty Prioritization will take place on Friday, November 21, 2014.

Organizational Realignment

J. Kinnamon

Dr. Kinnamon discussed the possibility of engaging in a charrette process in the spring to have comprehensive dialogue between administrators, deans and department heads. The charrette may entail several days of training, and would be planned ahead of spring semester, with a focus on student success initiatives, student services areas, and instructional areas as well as how those might be incorporated into the organizational structure. This will be an issue that Dr. Kinnamon will discuss with Executive Cabinet. Ms. Denise Diamond asked for an updated organizational chart. Dr. Kinnamon reported that the new assistant in his office will be responsible for updating the chart on an ongoing basis. A retreat is being planned for some time in the spring before classes start, and faculty will be notified well ahead of time.

Educational Technologies & Distance Education

J. Kinnamon

a. Administrative Procedure 4105 – Distance Education

Dr. Kinnamon stated that this is coming as an information item from the Academic Senate. Ms. Denise Diamond stated concern that this item is going to the Board of Trustees without first matching it with collective bargaining agreement language. Ms. Diamond and Mr. David Bashore will contact Ms. Donna Greene, the chair of this committee, and the union to identify any areas of concern and discuss it with their colleagues. Dr. Kinnamon asked for written notes to be submitted to Ms. Diane Wirth in Human Resources, and if there is a need to meet, a meeting will be arranged.

Adjourned – 12:16 pm