

COLLEGE PLANNING COUNCIL

MINUTES

NOVEMBER 13, 2015 10:00AM – 12:00PM

PSA ROOMS A & B

ATTENDEES	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer (absent), Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez (absent), Michael Harlow <i>for Mary Lisi (absent)</i> , Minerva Montane, Manases “Joey” Hernandez, John Ramont, Diaman Amsler, Leslie Young, Jim Berg, Annebelle Nery (absent), Jessica Enders, Sheri Willis, Diane Wirth, Lisa Howell, Pam Hunter, Daniel Martinez, Bert Bitanga, Carlos Maldonado (absent) Recorder: Angela Walton Minutes Approved: October 30, 2015 CPC Minutes approved
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10:00 AM

Dr. Kinnamon conducted the roll call, and introduced Jeff Baker, Interim VP Student Success, to the committee

Handouts that Committee Members Received: CPC Handbook – new Facilities Advisory Committee Charter and new Table of Contents

Agenda topics

1. APPROVAL OF MINUTES OF OCTOBER 30, 2015

DISCUSSION	There was one correction made to the minutes: Approved with one correction.		
CONCLUSIONS	Minutes were approved with one correction – Dr. Martinez asked for a small correction in his report (correcting Dr. Hall not being on APO).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2. BASIC SKILLS COMMITTEE NO REPORT
 a. BSI Update

DISCUSSION	No report.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

3. END USER GROUP D. MARTINEZ

DISCUSSION	No report.		
CONCLUSIONS			

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
4. MATRICULATION ADVISORY COMMITTEE a. SSSP Plan			A. PHILLIPS
DISCUSSION	Amanda Phillips reported that the workgroup met Monday after its smaller subgroups met. Ms. Phillips reported that they have come up with new innovative strategies to spend the recently increased allocation, including ideas for educational planning. Ms. Phillips stated that the amended plan was presented to the Academic Senate, and will go to the Senate again on 12/10/15. Ms. Phillips reported that they are still waiting to hear from Chancellor's office to see if the revised plan was accepted. Dr. Hall and Pam Hunter discussed issues of student assessments, accessibility and paper exams.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
5. ASSESSMENT OF PLANNING & OUTCOMES (APO)			D. MARTINEZ
DISCUSSION	Dr. Martinez reported that the group met yesterday to review the prioritization survey. Dr. Martinez stated that chairs of committees should have received an email from him regarding their committee assessments; his hope is that these individuals will do the assessment with their group and submit it to APO as soon as possible.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
6. ACADEMIC CALENDAR COMMITTEE			J. KINNAMON
DISCUSSION	Dr. Kinnamon reported that next year's calendar will be presented for approval at the November Board of Trustees meeting, and thanked everyone involved in the process. This committee will reconvene in the spring. Dr. Hall stated that there will be a Flex event about the academic calendar and how it is developed, in response to faculty members expressing interest and concern about the process.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
7. OUTREACH AND TRAINING			NO REPORT
DISCUSSION			

CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
8. BUDGET SUBCOMMITTEE			L. HOWELL
DISCUSSION	<p>VP Lisa Howell reported that the committee met on 11/9/15, and reviewed roles, responsibilities and key financial indicators. VP Howell stated that committee members will have an opportunity to weigh in on what they feel is relevant and important, and this input will be considered for the spring budget process. The committee is looking at instructional supply allocations and models that might be used. VP Howell stated that as the program grows, so will the allocation, and they are gathering information from other colleges to possibly utilize in our processes.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
9. BOOKSTORE ADVISORY COMMITTEE			D. MARTINEZ
DISCUSSION	<p>VP Howell reported that the committee met on 10/6/15; the bookstore reportedly had the highest numbers of students on their first day of class, and faculty members are cooperating with the bookstore. The bookstore is still struggling obtaining textbook assignments, and are working on ways to get textbook assignments into the bookstore in a timely manner. The textbook committee is writing textbook match guarantee. Plans are still underway to open a bookstore in Indio in May 2016.</p> <p>Dr. Hall briefly discussed the merits of purchasing textbook bundles versus individual books, reporting that some faculty have found that purchasing bundle is cheaper than the book alone. Dr. Hall will communicate with faculty to find out their preference with either the bundle (including the online resources) or book standalone, and will investigate price matches that may be advantageous for students.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
10. FACILITIES ADVISORY COMMITTEE			L. HOWELL
DISCUSSION	<p>VP Howell reported the committee met on 10/9/15, stating looking at locations for programs as any programs that would relocate will come to this committee. VP Howell stated that this is a new committee that is still evolving. VP Howell provided updates on some programs that have moved or will be moving, included but not limited to the Veterans Program, TRiO, DSPP, EOPS, Foster youth and Mini-corp. There were some requests submitted to the committee regarding relocation and increased space with regard to TRiO and CalWorks by Dean Scott Cooper, but VP Howell reported that those decisions have not been made yet.</p> <p>VP Howell reported that the facilities committee is continuing to gather information on available campus-wide, so they will be continuing these discussions. Next meeting is scheduled for 11/30/15. VP Howell reported that space or relocation concerns may be submitted to this committee through department representatives.</p>		
CONCLUSIONS			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11. FOOD SERVICES ADVISORY COMMITTEE **L. HOWELL**

DISCUSSION VP Howell reported the committee had their first meeting with the new vendor, Pacific Dining, yesterday, and she was pleased to report that staff and students were appreciative and complimentary of the service and the quality of the food. The only complaint was about the lines in café. Pacific is working on an online link for weekly menus, and are investigating the possibility of phone-in or email orders.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

12. GREEN COUNCIL **L. HOWELL**

DISCUSSION VP Howell reported the council met on 10/13/15 and the focus of the council is reducing COD's carbon footprint. Jose Rodriguez (ASCOD) has been leading meetings. VP Howell reported the council has been looking at a new vendor for the recycle bins and is interested in expanding the service. A group has been identified and has provided the council with specification, and they may begin pilot program with new recycling receptacles around the campus. The Green Council will have their own area on COD's webpage with information on what people can do.

With regard to the water reduction project, VP Howell reported that to date, COD's water reduction is 32% (the requirement was 25%), and an update given at every board meeting.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

13. SAFETY COMMITTEE **L. HOWELL**

DISCUSSION VP Howell reported the committee met on 11/9/15. A major project for the committee is the drop-off area in front of CDC, so looking they are reviewing options to change inflow and drop-off area. Recommendations will be made for changing. VP Howell reported that the Anchorman devices are not installed in every classroom campus-wide, and this is another project the committee is working on. For Flex, a section is being recommended for the director of security to address emergency preparedness, and they will be expanding drills throughout the campus. VP Howell reported the committee wants feedback on how many faculty members participate in drills. An evaluation and support team has been developed for this committee.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

14. ADMINISTRATIVE COMPUTING COMMITTEE **ACTION ITEM** **S. WILLIS**

DISCUSSION	<p>Dr. Kinnamon requested a motion to approve the proposed changes to the membership of the Administrative Computing Committee as submitted by Sheri Willis. Elise King made the motion to approve the changes, Jessica Enders seconded.</p> <p>Discussion: Bert Bitanga inquired if this plan was different from the technology master plan from a couple years ago. Ms. Willis reported that the technology master plan was separate document, was approved by the Educational Technology Committee last Thursday as a first reading, will be submitted for approval through Academic Senate, but it is not a part of the Administrative Computing Committee. Ms. Willis discussed the procedures and processes of the Administrative Computing Committee. During the discussion, it was recommended that Pam Hunter's office is represented on the committee as an ad hoc member of the committee the Office of Institutional Advancement is responsible for communicating campus-wide. The motion was amended to include adding the Office of Institutional Advancement as a committee member on an ad hoc basis. The motion carried unanimously.</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

15. ADMINISTRATIVE PROCEDURE – AP 2015: STUDENT MEMBERS	ACTION ITEM	J. KINNAMON
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DISCUSSION	<p>Dr. Kinnamon reported that ASCOD members requested postponing the second reading of this procedure at the previous CPC meeting so that student input could be included. Minerva Montane made the motion to approve the procedure, and Lisa Soccio seconded.</p> <p>Discussion: Minerva Montane reported that there was one change:</p> <ul style="list-style-type: none"> • The student member shall have the following responsibilities: <ul style="list-style-type: none"> o Attend Associated Student Government meeting §. at least once per semester. <p>The motion carried unanimously.</p>
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CONCLUSIONS	AP 2015 Student Members is approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

15. ONE STOP CAREER CENTER: RESOLUTION	ACTION ITEM	K. HALL/J. KINNAMON
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DISCUSSION	<p>Dr. Hall made the motion to approve the resolution as submitted, and Courtney Doussett seconded.</p> <p>Discussion: Dr. Hall provided some background on this item, stating that she has engaged the campus community in significant discussions on this initiative. A workgroup was formed that has representation from campus stakeholders, the workgroup engaged in meetings and discussions, as well as participating in field trips to other colleges that have this type of resource. The conclusion was that is a resource that will assist students and help achieve mission and goals of COD. A recommended list of resources was developed that could provide additional assistance for students. Dr. Hall reported that this resolution was taken to Academic Senate for first reading yesterday and was approved.</p> <p>The committee discussed next steps; Dr. Hall reported that this initiative has received overwhelming support and the development of the project includes input and feedback from the campus community. Dr. Hall reported that there were many details that would need to be worked out, and Dr. Kinnamon briefly discussed possibilities for funding and support.</p> <p>The motion carried unanimously.</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
16. ENROLLMENT MANAGEMENT	ACTION ITEM	K. HALL
DISCUSSION	No report.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Next meeting – Friday, December 11, 2015, 10 am, PSA 19 A & B