



College Planning Council

Minutes for Friday, February 28th, 2020

10:00 am – 12:00 pm

Cravens Multi-Purpose Room

Meeting Participants

Committee Members Present

Kim Dozier, Pablo Romano, Elan Cruz Santoyo, Angel Meraz, Donna Greene, Andrew Johnson, Michael McJilton, Carl Farmer, Juan Moreno Ibarra, Geoff Hagopian, Robert R. Holmes, Arianne Schulz, Yazzmine De Leon, Mary Lou Marrujo, Amanda Phillips, Sheri Willis, John Ramont, Andrea Staehle, Jeff Baker, Annebelle Nery, Pam Hunter, Carlos Maldonado

Committee Members Not Present

Joel Kinnamon, Darlene Romano, Linda Emerson, Keith Prouty, Michael Gayle, Keanna Garcia, John White, Douglas Benoit, Daniel Martinez, Ed Reed, Katie Chartier

Guest(s)

Oscar Espinoza-Parra, Michael Silveira, Tony Carrillo

Recorder

Kayci Lydeen

Meeting Minutes

1. Call to Order

- 10:03 am

2. Action Items

2.1 Approval of Agenda

- Dr. Nery moved to approve, seconded by Amanda Phillips.
- Approved as presented.

2.2 Approval of December 13, 2019 Minutes

- John Ramont moved to approve, seconded by Angel Meraz.

2.2 Conclusion

- Approved as presented.

2.3 Administrative Procedure 5075:

- Amanda Phillips moved to approve, seconded by Dr. Nery.
- Administrative Procedure 5075 issued by the California Community College League, the red is the legal mandated language by CCLC and blue our own College of the Desert language.
- Dr. Espinoza-Parra answered questions and comments from CPC members.
- Dr. Espinoza-Parra will simply/clarify language on student participation and absences.

2.3 Conclusion

- Motion carried with clarified language. Will be brought back for 2nd reading with clarified language.

2.3 Follow-up Items

2.3 Task of

2.3 Due by

Language in AP 5075 regarding student absences will be clarified.	Jeff Baker/ Dean Espinoza-Parra	Next meeting
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2.4 Professional Development Committee Description – 1st Reading

- Donna Green moved to approve, seconded by Robert R. Holmes.
- Andrea Staehle spoke on behalf of Dr. Zacovic, this description was developed through Professional Development task force, which is comprised of multiple constituency groups. Date/time of meetings has not been solidified as the task force is looking to see when this committee will best fit in with other CPC committee schedules.
- Strike “coordinator” for Faculty Development Committee chair.
- Guided pathways representation will be appointed by the Guided Pathways chair.

2.4 Conclusion

- Motion carried.

2.5 Administrative Procedure 5015: Residence Determination – 1st

Reading

- Amanda Phillips moved to approve, seconded by Juan Jose Moreno
- Key changes legislated in red
- Career development is enhanced non-credit.
- Clarify language - CDCP is defined as enhanced non-credit, in addition we do not determine residency for traditional non-credit. (college language).

2.5 Conclusion

- Motion carried with clarified language to CDCP

2.6 Noncredit workgroup

- Kim Dozier motioned to approved, Dr. Nery seconded.
- Noncredit work group recommendations have been presented to Academic Senate, change to 7a.
- Dr. Nery reviewed the recommendations of the Noncredit workgroup.
- Workgroup will meet twice in Spring 2020.

2.6 Conclusion

- Motion carried.

2.7 Deactivate Facilities Master Plan Task force

- Amanda Phillips moved to approve, seconded by John Ramont.
- In December the Facilities Advisory Committee voted to deactivate the master plan task force as the Facilities Master plan has been completed.

2.7 Conclusion

- Motion carried.

2.8 Meta Majors -2nd Reading

- John Ramont moved to approve, seconded by Donna Greene.
- Meta Majors passed at Academic Senate with the understanding that there will be future changes to this document as more information is given by departments.
- The purpose of Meta Majors is to help incoming students locate majors on the College of the Desert Website and within the application process.

2.8 Conclusion

- Motion carried.

3. Information/Discussion Items

3.1 Academic Calendar Committee Update – 2021 – 2022 Academic Calendar

- The 2021-2022 Academic Calendar passed its 2nd Reading at Academic Senate on February 20, 2020. Spring Break is will be taken during the 11th week of Spring 2022. The required number of instructional Thursday is 14 days, which is why Veterans day will observed on a Friday in Fall 2021.

3.2 Board Policy 1100.1: Desert Community College District Locations

- Updated Board Policy 1100.1 to reflect the addition of the Palm Springs Campus and the road runner motors property. This Board Policy will be going to the March 20th Board Meeting for a 1st reading.

3.3 Board Policy 5015: Residence Determination

- Updated Board Policy 5015 to reflect similar changes as Administrative Policy 5015.

3.4 Budget Subcommittee Update

- Active year for the Budget Subcommittee, new funding formula is still not available from the Chancellor's Office but among the new funding formula we are discussing news of other colleges in financial trouble. Peralta now has a fiscal advisory assigned to them by the Chancellors office.
- FCMAT Fiscal health Risk Analysis was completed for College of the Desert. This is a self-assessment tool for colleges, the report is included in the CPC handout. College of the Desert has a very low risk of crisis.

3.5 Information Systems & Technology Committee

- Sheri Willis provided updates on projects
- We have updated our webpage portal, will be migrating from sharepoint to a tool with a responsive design, easier on the mobile device and functionality on the new webpages and accessibility.
- A mobile app has been created and will be available for summer and fall registrations.
- Technology master plan is completed and will be taken to Academic Senate this semester. All drafts are available on the committee website.
- Implementation of Ab1504 which is the required student fee for student representation. This implementation fee is retroactive to January 2020 and must be charged for Winter and Spring 2020. A majority of our students had already registered for Winter and Spring prior to implementation of AB 1504. Students can waive this fee without a reason. Currently working on how we will retroactively charge students.
- A chat box is available for the Financial Aid and Veterans website.

4. Adjournment

11:06 am

Next Meeting

Friday, March 13th, 2020

10:00 AM – 12:00 PM

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Committee Members Not Present

Sheri Willis, Pam Hunter, Ed Reed

Guest(s)

Brandon Toepfer, Sara Butler, Jeff Larson, Scott Adkins, Richard Ramirez

Recorder

Kayci Lydeen

Meeting Minutes

1. Call to Order

10:01am

2. Action Items

2.1 Approval of Agenda

- Mary Lou Marrujo moved to approve, Jessica Enders seconded.

2.1 Conclusion

- Approved as presented

2.2 Approval of February 28, 2020 Minutes

- Mary Lou Marrujo moved to approve, John Ramont seconded.

2.2 Conclusion

- Approved as presented.

2.3 Noncredit Work Group Recommendations – 2nd Reading (Nery)

- Dr. Annebelle Nery moved to approve, Kim Dozier seconded.
- No additional feedback since 1st reading on February 28, 2020.

2.3 Conclusion

- Motion carried.

2.4 Administrative Procedure 5075: Course Adds, Drops and Withdrawals – 2nd Reading (Baker)

- John Ramont moved to approve, Juan Moreno seconded.
- Added recommendations from 1st reading on February 28, 2020.
Recommendations are reflected in the new document.

2.4 Conclusion

- Motion carried

2.5 Professional Development Committee Description – 2nd Reading (Zacovic)

- Dr. Annebelle Nery moved to approve, Kim Dozier seconded.
- Corrections made at the 1st reading on February 28, 2020 reflected in the committee description.

2.5 Conclusion

- Motion carried

2.6 Administrative Procedure 5015: Residence Determination – 2nd Reading (Baker)

- Mary Lou Marrujo moved to approve, Juan Moreno seconded.
- Added recommendations from 1st Reading on February 28, 2020 and those changes are reflected in document.

2.6 Conclusion

- Motion carried

2.7 Facilities Advisory Committee Charter – 1st Reading (Ramont)

- Dr. Annebelle Nery moved to approve, Juan Moreno seconded.
- The committee charter reflects the changes from its annual review. Committee added “or designee” and added “Executive Director of Facilities and Bond Management”.

2.7 Conclusion

- Motion carried.

3. Information/Discussion Items

3.1 Assessment of Planning and Outcomes Subcommittee Update (Nery)

- Subcommittee met yesterday, reviewed the APO recommendation that has not been completed, CPC to create a work group for district staffing plan. Allocated resources to offsite locations for staffing. Not formal action today but just information.
- Recommendation to work with budget subcommittee will look at what an offsite location will look like. Conduct meetings virtually.
- Nery to send Marvin’s email about moving to online as an option for faculty. Training sessions will be emailed out today.
- Provided information on training options as we move forward to online services for students at this time.

3.2 Safety Committee Update (Toepfer)

- The Safety committee met twice this week.

- The Safety Committee met with the Health and Welfare committee to discuss the measures College of the Desert is taking against the Coronavirus.
- Maintenance and Operations has placed CDC posters around campuses, purchased hospital grade cleaning supplies, increased touch surface cleaning as well as retrained custodial staff.

4. Adjournment

10:50am

Next Meeting

Friday, March 27th, 2020

10:00 AM – 12:00 PM

Cravens Multi-Purpose Room