



College Planning Council

MINUTES FOR April 26, 2019		10:00 AM- 12:00 PM	Craven's Multi-Purpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Pablo Romero, Angel Lua, Andrew Johnson, Nicole Tortoris, Kimberly Brooks, David Bashore, Dan Cooper, Keith Prouty II, Liliana Casas, Yazzmine De Leon, Larissa Chavez, John Mosser, Mary Lou Marrujo, Cody McCabe, Jessica Enders, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Annebelle Nery, Daniel Martinez, Kim Dozier, Carlos Maldonado, Katie Chartier		
Members not Present:	Darlene Romano, Sarah Fry, Donna Greene, Michael McJilton, Anthony Tesch, Denise Diamond, Leslie Young, Pam Hunter, Amanda Phillips		
Guests:	Christen Smith, Jeff Larson		
Recorder:	Kayci Lydeen		

AGENDA

1. Call to Order: 10:01am			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION	Dr. Mosser moved to approve, seconded		
	Carl Farmer requested to postpone item 2.7 until Fall.		
CONCLUSION	Approved as amended		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Postpone and bring back item 2.7 Ed. Policies and Practices Resolution		Carl Farmer	2 nd Meeting of Fall
2.2 Approval of April 12, 2019 Minutes			
DISCUSSION	Dr. Mosser moved to approve, seconded		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 4222: Basic Skills Coursework – 2nd Reading			
DISCUSSION	Dr. Nery moved to approve, seconded, No additional feedback		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 Administrative Procedure 4230: Grading and Academic Records Symbols – 2nd Reading			
DISCUSSION	Dr. Nery moved to approve, seconded No additional changes or comments		
CONCLUSION	Motioned carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.5 Administrative Procedure 6340: Bids and Contracts – 2nd Reading			

DISCUSSION	Jessica Enders moved to approve, seconded		
	No additional changes or comments		
CONCLUSION	Motion carries		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 Outreach and Training Subcommittee Charter – 2nd Reading			
DISCUSSION	Jessica Enders moved to approve, seconded		
	No additional feedback		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.7 Educational Policies and Practices Resolution on Dual Enrollment – 2nd Reading			
DISCUSSION			
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.8 Guided Pathways: Pillar 2 Team Committee Charter Revision – 1st Reading			
DISCUSSION	<p>Lily Casas moved to approve, seconded Amend to approval of Pillars 2,3,4 Pillar teams have asked to change the membership</p> <p>Pillar 2 Changes have been made from the committee (red) and by the senate (blue) Added new membership for pillar 2</p> <p>Pillar 3 Adding 1 counselor, clarifying Vice Presidents, public information office</p> <p>Pillar 4 Clean up on way information is presented, cleaning up language, replacing leadership and replacing with Dean of enrollment services. Adds a counselor</p> <p>Additional addendum to add two faculty members to pillar 2,3 and 4.</p>		
CONCLUSION	<p>Motion carries with recommendation to add two faculty members to pillar 2,3 and 4. Motion carried with revisions</p>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.9 End-User Data Subcommittee Charter – 1st Reading			
DISCUSSION	Sheri Willis moved to approve, seconded		
	Name of the committee has changed to reflect the work of the committee.		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

3. Information/Discussion Item(s)		
3.1 Staff Prioritization Update		
DISCUSSION	<p>Committee met on March 22. Dr. Nery is submitting to CPC as a recommendation from the staffing prioritization committee. There was an override to put air conditioning first and culinary second due to the demand from applied science & business.</p> <p>Senior program specialist is in addition to the part time position.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 10:13am		

NEXT MEETING: Friday, May 10, 2019 | Craven's Multi-Purpose Room



College Planning Council

MINUTES FOR May 10, 2019		10:00 AM- 12:00 PM	Craven's Multi-Purpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Pablo Romero, Angel Lua, Angel Meraz, Andrew Johnson, Linda Emerson, Kimberly Brooks, David Bashore, Robert Holmes, Liliana Casas, Yazzmine De Leon, Larissa Chavez, John Mosser, Mary Lou Marrujo, Leslie Young, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Anabelle Nery, Daniel Martinez, Kim Dozier, Carlos Maldonado, Katie Chartier		
Members not Present:	Sarah Fry, Donna Greene, Michael McJilton, Anthony Tesch, Denise Diamond, Keith Prouty II, Pam Hunter		
Guests:	Scott Adkins, Andrea Staehle, Jeff Larson, Oceana Collins, Brian Thompson, Prudence Chase, Nicholas Bergan		
Recorder:	Kayci Lydeen		

AGENDA

1. Call to Order: 10:02am			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION	Dr. Mosser moved to approve, seconded Agenda amended to remove Item 2.6 AP 5075 Course Adds and Drops – 1 st reading.		
CONCLUSION	Approved as amended		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Approval of April 26, 2019 Minutes			
DISCUSSION	Dr. Mosser moved to approve, seconded.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.3 Guided Pathways: Pillars 2, 3 and 4 Team Committee Charter Revisions – 2nd reading			
DISCUSSION	Dr. Nery moved to approve, seconded Committees cleaned up the language of Pillars 2, 3 and 4.		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 End-User Data Subcommittee Charter – 2nd reading			
DISCUSSION	Sheri Willis moved to approve, seconded No comments or changes.		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.5 Educational Policies and Practices Resolution on Dual Enrollment – 2nd reading			
DISCUSSION	<p>Lily Casas moved to approve, seconded</p> <p>Concern after 1st reading by CODAA regarding adjunct language. Consensus of the committee will amend the language so that it does not reference dual enrollment employee referenced as adjunct employees.</p> <p>Committee added oversight of these employees for orientation and evaluation services.</p> <p>Amended the language, 3rd reading passed at Academic Senate</p>		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 AP 5075 Course Adds and Drops – 1st reading			
DISCUSSION			
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.7 AP 3519 Elder or Dependent Adult Abuse Reporting – 1st Reading			
DISCUSSION	<p>Dr. Nery moved to approve, seconded.</p> <p>Not required or recommended by the League, however we as a College are required to report.</p> <p>Requirement that we have whether if we have an Administrative Procedure or not.</p>		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.8 AP 3725 Information and Communications Technology Accessibility & Acceptable Use – 1st Reading			
DISCUSSION	<p>Yazzmine De Leon moved to approve, seconded.</p> <p>New legally required AP and a new BP to correlate. Recommended language by the league. COD changes in blue, consistent with other College of the Desert processes.</p>		
CONCLUSION	Motion carried.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.9 Student Equity Plan: 2019-2020 – 1st Reading			
DISCUSSION	<p>Lily Casas moved to approve, seconded.</p> <p>No changes to equity plan. Chancellor's office asking that we place report in their new template.</p>		
CONCLUSION	Motion carried.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

3. Information/Discussion Item(s)		
3.1 2019-2020 CPC Meeting Dates		
DISCUSSION	Dr. Kinnamon presented the upcoming 2019-2020 CPC meeting dates	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.2 Assessment of Planning and Outcomes Subcommittee Update		
DISCUSSION	APO has been working on long-term timeline. Aligning the PRU with the deadline of the Pep-ups. Pep-ups have an online submission and PRU's will for future submissions.	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.3 Bookstore Advisory Committee Update		
DISCUSSION	Vendor is working to reduce cost for textbooks for students. Committee working give student the option of paying for books at registration and have in hand by the first day of school. Piloting in fall.	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.4 Equipment Prioritization Update		
DISCUSSION	Committee met on April 26, finalized prioritization list handed out.	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.5 Health and Welfare Committee Update		
DISCUSSION	<p>Working to increase the overall benefits of all the employees</p> <p>Two voluntary benefit programs</p> <ol style="list-style-type: none"> 1. Employee paid medical and dental for part time employee 2. Open enrollment will be done online starting this enrollment year. Employees will need to meet with benefits advisor to start the online process and will be available Jan 1st, 2020. More information will be provided in the summer. <p>Medical rate has an increase of 4.2% depending on which dental plan employee has selected</p>	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.6 BP 3519 Elder or Dependent Adult Abuse Reporting		
DISCUSSION	Board Policy 3519 is associated with AP 3519.	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE

3.7 BP 3725 Information and Communications Technology Accessibility & Acceptable Use		
DISCUSSION	Companion Board Policy with AP 3725. Board Policy is required by the league.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 10:20am		

NEXT MEETING: Friday, May 24, 2019 | Craven's Multi-Purpose Room