

COLLEGE PLANNING COUNCIL

MINUTES

FEBRUARY 5, 2016 10:00AM – 12:00PM

PSA 19

ATTENDEES	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer, Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez, Mary Lisi, Minerva Montane, Manases "Joey" Hernandez, John Ramont, Diaman Amsler, Leslie Young, Jim Berg, Anabelle Nery, Jessica Enders, Sheri Willis, Diane Wirth, Lisa Howell, Pam Hunter, Daniel Martinez, Bert Bitanga, Carlos Maldonado, Jeff Baker
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Recorder: Angela Walton

10:00 AM

Handouts that Committee Members Received: AP 5700, BP 5700, Proposed Enrollment Committee Management Charter

Agenda topics

1. APPROVAL OF MINUTES OF DECEMBER 11, 2015

DISCUSSION	None.	
CONCLUSIONS	Minutes were approved with no corrections noted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

DISCUSSION ITEMS

2. END USER GROUP

NO REPORT

DISCUSSION		
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

3. ASSESSMENT OF PLANNING & OUTCOMES (APO)

D. MARTINEZ

DISCUSSION	Dr. Martinez reported the committee is currently discussing strategic planning. Dr. Martinez requested that any committees that have completed an assessment to please submit them to him as soon as possible.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

4. ADMINISTRATIVE
COMPUTING
COMMITTEE

A. RFP FOR NEW
ADMINISTRATIVE
INFORMATION
SYSTEMS

S. WILLIS

DISCUSSION	Ms. Willis read the role of Administrative Computing committee to the CPC members. The role of the Administrative Computing Committee is to make recommendations for administrative computing technology to the President and CPC to enhance the functionalities and integration of campus technology. Last semester the Committee discussed our current administrative systems and identified several opportunities for improvement and additional integration that would help the District conduct its business. The Committee decided that it would be worthwhile to see what improved functionalities exist in newer administrative systems and scheduled a demo with one vendor to explore current models. Comments resulting from this demo were very positive; i.e. "single source of data", "employee empowered", "powerful reporting", "web based", "workflow and process driven". Based on these results, ACC has recommended that the District issue an RFP for new administrative systems. Information received from the RFP will guide the next steps.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

5. TECHNOLOGY UPDATE

S. WILLIS

DISCUSSION	Ms. Willis reported that they are in the process of installing instructional equipment in many areas all over campus. They are working on installing a number of instructor media workstations and lab/classroom computers, and Ms. Willis provided further updates on their progress. Ms. Willis asked that requests for work orders are submitted electronically as the IT department is working through many issues.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

6. BUDGET UPDATE

J. RAMONT

DISCUSSION	Mr. Ramont provided a brief budget update, reporting that the budget subcommittee will meet Monday and will discuss goals, timelines, and the bond. Mr. Ramont reported that the budget presentation given at Flex can be found on the COD portal, and also commented that while the budget is optimistic, there was no significant ongoing funding added this year.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

ACTION ITEMS

7. ENROLLMENT
MANAGEMENT
COMMITTEE

J. BAKER

DISCUSSION	<p>Mr. Baker proposed disbanding the current enrollment management committee, proposed a new enrollment committee charter with a new charge and new structure, and Linda Emerson seconded.</p> <p>Discussion: Mr. Baker explained how the proposed restructuring this committee will fit the needs of the college, commenting that the committee must become more strategic with enrollment management and become more cohesive. Mr. Baker distributed the current makeup of the committee as well as the proposed new committee charter. Mr. Baker explained the differences between the old charter and the proposed charter; the proposed charter has an expanded membership listing, and the roles and products were modified and updated. In the membership listing of the proposed charter, there will be 6 faculty voting members, 6 administrator voting members and the President/Superintendent.</p> <p>The CPC committee discussed the groups that would be voting members of this committee, and Mary Lisi recommended having a classified member on the committee. Lauro Jimenez inquired if the classified member who should be appointed by CSEA to this committee would also be a voting member to keep within the guidelines of shared governance. After discussions, the CPC committee decided the constituent groups will need to review the proposed charter. Mr. Jimenez also asked if this would be considered a first reading. Mr. Baker expressed the need for expediency of getting this charter moved through the CPC approval process. Carlos Maldonado reminded the committee that the process is that there will be a first and second reading, and that recommendations can be provided prior to the second reading. Dr. Nery asked if CPC could appoint a workgroup in the interim until the Enrollment Management committee is finalized so that work could continue on Enrollment Management. President Kinnamon announced that the next CPC meeting is on 2/26/16, and committee members should bring feedback to the meeting or provide feedback to VP Baker prior to the next meeting. It was recommended that an amended charter that includes one classified staff representative appointed by CSEA is sent out to CPC members prior to the next CPC meeting to allow for ample time for constituency group review and input.</p> <p>Dr. Kinnamon restated VP Baker’s original motion to disband the current enrollment management committee. Lauro Jimenez made a motion to postpone disbanding until the next CPC meeting to allow for more notice to the current enrollment management committee that it would be disbanded, and Mary Lisi seconded. Another motion was made to create a workgroup in the interim before a second reading at the next CPC meeting was made by Lauro Jimenez, and David George seconded. Mr. Maldonado stated that the suggestions made today could be made a part of the draft that will be sent to the CPC committee prior to the next meeting. Dr. Martinez explained the overall purpose of an enrollment management committee based on his prior experience. VP Baker reported that Dr. Nery has offered to do workshops on this issue for those who feel they will need it.</p> <p>Dr. Kinnamon restated the motion, which is to create a task force mirroring the new proposed structure of the charter with the membership recommendations made from this meeting and accept the proposed charter with the recommendations/changes as a first reading. Constituent groups will be able to review and make recommendations to VP Baker prior to the next CPC meeting where the second reading of the proposed charter will take place. All in favor.</p>		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. Charter will be revised and sent to CPC members for review prior to next CPC meeting.	J. Baker	2/26/16	

8. POLICY/PROCEDURE
REVIEW

- A. BP 5700 –
INTERCOLLEGIATE
ATHLETICS
- B. AP 5700 –
INTERCOLLEGIATE
ATHLETICS

J. KINNAMON

DISCUSSION	<p>Dean Leslie Young made a motion to accept the changes to BP 5700 and AP 5700 as first readings. Dr. Nery seconded. Dean Young explained that COD is no longer a part of Foothills Athletic Conference as it has been disbanded. The new athletic conference is Pacific Coast Athletic Conference, and this is the major change in both the BP and AP. Another change is that the oversight process was changed to the Dean of Health Sciences and Education from VP of Academic Affairs.</p> <p>All were in favor of accepting both the BP and AP as first readings, and both will be brought back at next CPC meeting for second readings.</p>
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CONCLUSIONS	Accepted as first readings.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. BP 5700 and AP 5700 will be brought back to next CPC meeting for second reading.	L. Young	2/26/16

NEXT MEETING – FEBRUARY 26, 2016, CSSC MPR, 10 am – 12 pm
