



College Planning Council

MINUTES for Friday, March 24th, 2017		10:00am-12:00pm	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Courtney Doussett, Andrew Johnson, John Learned, Carl Farmer, Linda Emerson, Maria Herrera, Denise Diamond, Brian Koenig, Robert Holmes, Lauro Jimenez, Liliana Casas, John Ramont, Karen Tabor, Amanda Phillips, Jessica Enders, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Pam Hunter, Daniel Martinez, Katie Chartier		
Members not Present:	Carlos Maldonado, Maria Jasso, Sarah Fry, Luis Castellanos, Nick Meade, Mary Lou Marrujo, Sheri Willis, Joseph Aguirre		
Guest(s):	Michelle Bleza, Jeff Larson, Christine Schaefer, Ana Stockwell		
Recorder:	Julia Breyer		

AGENDA

1. Call to Order/Roll Call: 10:03 AM			
2. ACTION ITEMS			
2.1 Approval of March 10th, 2017 Minutes			
DISCUSSION	None.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 EOPS/CARE & CalWORKs Advisory Committee Description – 2nd Reading (A. Nery)			
DISCUSSION	Moved by Lauro Jimenez, seconded by Annebelle Nery. Dr. Nery reviewed the minor updates. Lauro Jimenez clarified classified staff member.		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.3 Matriculation/SSSP Advisory Committee Description – 1st Reading (A. Nery)			
DISCUSSION	Moved by Annebelle Nery, seconded by Lauro Jimenez. Christen Smith asked if the title needs to state matriculation. Dr. Nery confirmed she will bring this back to the committee to revisit. Lauro Jimenez asked if this committee decide how SSS monies are spent or do they make recommendations. Dr. Nery replied they do not.		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2nd Reading		A. Nery	April 28 th
2.4 Administrative Procedure 2110 Vacancies on the Board – 1st Reading (A. Nery)			

DISCUSSION	Pulled from the agenda.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.5 Administrative Procedure 2320 Special and Emergency Meetings – 1st Reading (A. Nery)			
DISCUSSION	Moved by Annebelle Nery, seconded by Lisa Howell. Dr. Nery reviewed the minor changes.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		A. Nery	April 28 th
2.6 Administrative Procedure 2345 Public Participation at Board Meetings – 1st Reading (A. Nery)			
DISCUSSION	Moved by Annebelle Nery, seconded by Jessica Enders. No changes. Normal review process. CCLC recommendations provided.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		Nery	April 28 th
2.7 Administrative Procedure 2735 Board Member Travel – 1st Reading (A. Nery)			
DISCUSSION	Moved by Annebelle Nery, Seconded by Lisa Howell. Vetted by the Board of Trustees and reviewed with President Kinnamon.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		A. Nery	April 28 th
2.8 Administrative Procedure 7380 Retiree Health Benefits – 1st Reading (M. Gularte)			
DISCUSSION	Moved by Mary Anne Gularte, seconded by Annebelle Nery. Dr. Gularte reported they have updated the language from CCLC. Lauro Jimenez requested to view the clean Administrative Procedure. Page was out of order. Lauro Jimenez asked if these will be sent to the appropriate unions. Dr. Gularte replied she understood CPC was the purpose for these reviews. Dr. Nery noted this was a correction based upon CCLC recommendations and no administrative language was provided.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		M. Gularte	April 28 th
2.9 Deactivation of Administrative Procedure 1100 Title – 2nd Reading (A. Nery)			
DISCUSSION	Moved by Annebelle Nery, seconded by Jessica Enders. Dr. Nery commented there was no AP recommended for the district.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.10 Deactivation of Administrative Procedure 2350 Public Speakers at Board Meetings – 1st Reading (A. Nery)			
DISCUSSION	<p>Moved by Annebelle Nery, seconded by Lisa Howell. Dr. Nery commented there was not a CCLC requirement and the content in the Administrative Procedure emulates what is in the Board Policy. Lauro Jimenez commented he read that the superintendent/president may be responsible for the document and that he would review and report back with his findings.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		A. Nery	April 28 th
2.11 Deactivation of Administrative Procedure 7250 Educational Administrators – 1st Reading (M. Gularte)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Lisa Howell. Dr. Gularte reported this was an exact duplicate of what's stated in the Board Policy therefore there is no need for the Administrative Procedure.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		M. Gularte	April 28 th
2.12 Deactivation of Administrative Procedure 7260 Classified Supervisors and Managers – 1st Reading (M. Gularte)			
DISCUSSION	<p>Moved by Mary Anne Gularte, seconded by Lisa Howell. Dr. Gularte reported this was an exact duplicate of what's stated in the Board Policy therefore there is no need for the Administrative Procedure.</p>		
CONCLUSION	Approved		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2 nd Reading		M. Gularte	April 28 th
3. INFORMATION/DISCUSSION ITEMS			
3.1 Educational Master Plan Update (P. Ralston)			
DISCUSSION	<p>Dr. Ralston provided an update on the Educational Master Plan. She referenced the College of the Desert homepage and reviewed the Data Portfolio as well as the Data Portfolio Chapter draft. Dr. Ralston would like to hear back from everyone if they have comments. She shared the 'Comment' button on the Education master Plan website and reviewed the Survey Data.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Enrollment Management Committee Update (P. Ralston)			

DISCUSSION	Dr. Ralston reported the Enrollment Management Committee did not meet. At the next meeting they will be discussing the frequency of having meetings. They are effectively planning for summer. Dr. Ralston provided a brief update on the committee.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Strong Workforce Steering Committee Proposal (P. Ralston)			
DISCUSSION	Dr. Ralston provided a brief update on changes that were implemented. She noted the membership committee will now consist of the Vice President, Student Learning, Executive Director, Institutional Advancement, Dean, Health Sciences and Education, Dean, Student Services, Career Counselor or Student Services Representative, Full-time Faculty (5) of which at least 4 are from CTE disciplines, Adjunct CTE Faculty (2), CVEP Representative, WIOA Representative, CTE Transitions Specialist, Research (non-voting) Manager, Career & College Pathways (non-voting), Director, Career and Workforce Solutions Center (non-voting) Dr. Ralston provided a brief update on the committee.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 ACT Presentation (C. Schaefer & A. Stockwell)			
DISCUSSION	Ana and Christine provided a brief history of the Assessment and Care Team. They reviewed the mission of ACT and provided a brief PowerPoint Presentation. The presentation may be referenced on the College Planning Council webpage under handouts or by clicking here .		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 Board Policy 2735 Board Member Travel (A. Nery)			
DISCUSSION	Anabelle Nery noted there were no changes to language and the policy is scheduled to be brought to the upcoming board meetings for a first and second reading.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.6 Board Policy 7380 Retiree Health Benefits (M. Gularte)			
DISCUSSION	Mary Anne Gularte reported this policy required additional clarification so all employees were able to understand their eligibility. She noted the board policy changes are the same changes made to the		

	<p>administrative procedure. VP Gularte suggested to include additional verbiage at the end of the first sentence.</p> <p>Lauro Jimenez clarified this information is not on the document they are reviewing today. Dr. Gularte, confirmed, yes that this information was suggested after the document was posted to the portal.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.7 Food Advisory Committee Update (L. Howell)		
DISCUSSION	<p>John Ramont reported the Food Advisory Committee met this past month. He noted Beep's will be opening a salad bar. Pacific Dining is reviewing their current menu to provide healthier options. They are looking to do an RFP for food vending and snack vending. Students have asked if they could issue a survey which they are presently working on.</p> <p>VP Gularte asked if there are food services available for students here in the evening. John Ramont replied yes, he believes through 7:00 pm.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.8 Budget Sub-Committee Update (L. Howell)		
DISCUSSION	<p>John Ramont reported they met this past month. The committee is working on developing some financial stability indicators. He projects at the next meeting they might be able to approve them.</p> <p>Mr. Ramont reviewed Governors Budget against College of the Desert's budgets. They review of CalSTRS and CalPERS resulted in a \$600,000 increase due to rate increases being made.</p> <p>Mr. Ramont presented quarterly financial reports.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.9 Facilities Advisory Committee Update (L. Howell)		
DISCUSSION	<p>Lisa Howell reported the Facilities Advisory Committee met on March 20th. There was discussion on the utilization update where the consultant was approved at the March 17th board of trustee's meeting to complete a utilization study which will assist with the influx of new students coming in for PLEDGE.</p> <p>Lisa Howell provided a brief update on multiple projects and current status.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.10 Institutional Outcomes Presentation (D. Martinez)		

DISCUSSION	Dr. Martinez provided a brief PowerPoint presentation. The presentation may be referenced on the College Planning Council webpage under handouts or by clicking here .		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
Meeting adjourned at 11:59 AM			

DRAFT