

# COLLEGE PLANNING COUNCIL

## MINUTES

APRIL 8, 2016

10:00AM – 12:00PM

CRAVENS MPR

<b>ATTENDEES</b>	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Rick Rawnsley, 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, Jose Rodriguez, John Ramont, Diaman Amsler, Leslie Young, Annebelle 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

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: Faculty Prioritization Surveys, Enrollment Management Committee Charter Revision, Diversity and Equity Council Description, Gender Equity in Athletics Committee Description, Matriculation Advisory Committee Description, Budget Subcommittee Charter, Facilities Advisory Committee Charter, AP 6200 Budget Preparation, AP 6400 Financial Audits, AP 6325 Payroll, AP 3200 Accreditation, Various Board Policies and Administrative Procedures

### Agenda topics

#### 1. APPROVAL OF MINUTES OF MARCH 11, 2016

<b>DISCUSSION</b>	None.	
	The minutes were approved as presented with no corrections noted.	
<b>CONCLUSIONS</b>	Minutes were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

### DISCUSSION ITEMS

2. ASSESSMENT OF PLANNING & OUTCOMES (APO)
  - Faculty Prioritization Surveys

A. NERY

<b>DISCUSSION</b>	Dr. Nery provided copies of two surveys for faculty equipment and staff, and the second being the survey results for faculty prioritization for voting faculty members. Dr. Nery reported that the Task force members for APO have been identified and they have been working with the committee, and the results will be posted to the portal.	
	Amanda Philips reported that a list is being developed so that previously-approved indicators can be approved by the Academic Senate and CPC. This is necessary to know which goals the college will select and where the benchmarks will be set. Dr. Hall commented that it is important to have a shared interest goal for the college in addition to goals of interest to faculty, student success and student completion. The goals due by June; setting the goals for student completion is a large undertaking.	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

3. MATRICULATION/  
SSSP ADVISORY  
COMMITTEE -  
UPDATE

A. PHILLIPS

1. None.		
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<b>DISCUSSION</b>	Ms. Phillips reported that the committee met to go over a form designed to help design an open process for assigning priority for groups who request higher prioritization for registration. Do not want to continue with current process unless necessary. The form will be utilized, and the hope is to have the process completed prior to Fall registration. The form will be disseminated campus-wide and is open to all COD groups. Denise Diamond asked how it is known what is legislatively approved as a priority for COD. Ms. Phillips commented that this is partly addressed in the application for assigning priority for these groups, and that responsibility of the group to not impact registration.	
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<b>CONCLUSIONS</b>	None.	
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

4. FACILITIES  
ADVISORY  
COMMITTEE

L. HOWELL

<b>DISCUSSION</b>	VP Howell reported the committee met yesterday. The committee received updates on areas that will undergo renovation, including Carol Meier Hall, Music 2 and South Annex. The plan for Pollock renovations has been put on hold as the project is more complex than originally thought. VP Howell also reported that the McCarthy Child Development Center will undergo renovations, specifically the old kitchen will be remodeled into usable space pending funding from the Foundation.	
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<b>CONCLUSIONS</b>	None.	
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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**ACTION ITEMS**

5. ENROLLMENT  
MANAGEMENT  
COMMITTEE  
CHARTER:  
REVISION

J. BAKER

<b>DISCUSSION</b>	<p>Motion – VP Jeff Baker made the motion to approve the revision of the Enrollment Management Committee charter, and Karen Tabor seconded.</p> <p>Discussion: VP Baker addressed the changes in the charter, reporting that the membership list deletes the VP of Student Success and includes now Faculty Senate President.</p> <p>Linda Emerson expressed a concern from Social Sciences regarding membership, and read a letter written by Dr. Ellen Hardy that was presented to the Academic Senate. The letter addressed the need for clarity of faculty representation on the Enrollment Management committee. Dr. Ellen Hardy was present and addressed the CPC members, commenting that she sees this as a divisive action. Dr. Hall asked that the letter was forwarded to her as well as Dr. Kinnamon for future consideration at a CPC meeting. Linda Emerson commented that COD departments need an opportunity to have representation on the Enrollment Management committee. Dr. Kinnamon commented that any individuals wanting to participate are welcomed to attend Enrollment Management committee meetings and provide input.</p> <p>After extensive discussion on the charter, Dr. Hall made a motion that this action is postponed until the CPC meeting on April 22. VP Lisa Howell seconded. Dr. Hall recommended to the CPC members that the</p>	
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	<p>charter is taken back to their constituent groups to gain further input, and asked CPC members to come back to the next CPC meeting prepared to vote on the Enrollment Management charter.</p> <p>Dr. Kinnamon conducted the vote, and all voted in favor of postponing this action until the April 22 CPC meeting.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

6. APPROVE  
DIVERSITY AND  
EQUITY COUNCIL  
DESCRIPTION

A. NERY

<b>DISCUSSION</b>	<p>Motion – Dr. Nery made the motion to approve the Diversity and Equity Council Description, and Dr. Hall seconded.</p> <p>Discussion: Dr. Nery reported that APO conducted an assessment of the committee, reviewed committee description, and are now asking CPC approve the revised charter. Dr. Nery described the changes in the products and membership sections. Under the products section, Dr. Nery also briefly discussed the calendar of events celebrating diversity, reporting that the motivational speaker events are folded into calendar of events. Denise Diamond recommended that the number of faculty appointed by senate is decreased by one or two because there are two other seat leaders listed in the membership.</p> <p>After more discussion on recommended changes to the description, Dr. Nery amended her earlier motion to incorporate the CPC recommendations into the description, and Linda Emerson seconded the amended motion. Dr. Nery reiterated the changes: remove the bullet under products “present a motivational speaker”, change the language of CSEA with to a classified representative, and to change the number of faculty on the membership.</p> <p>Dr. Hall asked for the vote to approve the Diversity and Equity Council Description as first reading and incorporate changes recommended by CPC.</p> <p>All voted in favor, and an amended version will be sent out by Dr. Nery.</p>	
<b>CONCLUSIONS</b>	An amended version will be sent out by Dr. Nery.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.	Dr. Nery	4/22/16

7. APPROVE  
DEACTIVATION  
OF GENDER EQUITY  
IN ATHLETICS

A. NERY

<b>DISCUSSION</b>	<p>Dr. Nery reported that while working on the CPC handbook, it was discovered that this committee does not meet, and after discussions with Dean Leslie Young and Gary Plunkett, it was determined that this committee does not to be in place. Dr. Courtney Doussett commented that she not seen this previously and has not been a part of the discussions.</p> <p>The CPC committee decided to table this issue until the next CPC meeting.</p>	
<b>CONCLUSIONS</b>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		TBD

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8. APPROVE  
MATRICULATION  
ADVISORY COMMITTEE  
DESCRIPTION A. NERY

<b>DISCUSSION</b>	<p>Motion – Motion by Dr. Nery, seconded by Elise King to approve the Matriculation Advisory committee description.</p> <p>Amanda Phillips reported that changes in recent legislation prompted the changes in the committee description, and that the changes are largely in membership, titles, and the number of individual faculty. Ms. Phillips discussed the membership that is now needed, commenting that the updated products in the charter are legislatively advised for SSSP. Recommendations from the committee need approval from Academic Senate and CPC. Ms. Phillips commented that although this is a large committee, it does not usually meet quorum, but needs to meet regularly to get the changes accomplished.</p> <p>CPC committee discussed the overlap of committee membership. Dr. Kinnamon asked that Ms. Phillips email a redlined copy to the CPC committee to see the changes. The committee also discussed the possibility of utilizing video-conferencing to make quorums at these meetings. Dr. Hall recommended putting this matter before the Academic Senate to seek ratification on allowing members to participate in meetings electronically. Carlos Maldonado advised that a quorum can be set by the individual body and requires the quorum is documented.</p> <p>Amanda Phillips reported that she will come back to CPC with correct titles and correct membership numbers (strike 20 and make it 21). Dr. Nery amended the motion to include correcting Ed Tech chair and Distance Ed chair, strike the word "services", and replacing it with student success. Dr. Nery commented that the subcommittee structure will be added to the committee description.</p> <p>All voted in favor.</p>
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<b>CONCLUSIONS</b>	Amanda Phillips will bring the amended charter with corrections back to CPC.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. BUDGET SUB-COMMITTEE CHARTER  
– 2<sup>ND</sup> READING L. HOWELL

<b>DISCUSSION</b>	<p>Motion: VP Howell made the motion to approve the second reading of the budget subcommittee charter, and Mary Lisi seconded.</p> <p>Discussion: VP Howell reported there were no changes to the charter.</p> <p>All voted in favor.</p>
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<b>CONCLUSIONS</b>	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

10. FACILITIES ADVISORY  
COMMITTEE CHARTER  
– 2<sup>ND</sup> READING

L. HOWELL

<b>DISCUSSION</b>	<p>Motion: VP Howell made the motion to approve the second reading of the Facilities Advisory Committee charter, and Lauro Jimenez seconded.</p> <p>Discussion: The charter was reviewed and the CSEA and classified reps were corrected.</p> <p>All voted in favor.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

11. AP 6200 BUDGET  
PREPARATION – 2<sup>ND</sup>  
READING

L. HOWELL

<b>DISCUSSION</b>	<p>Motion – VP Howell made the motion to approve the second reading of AP 6200, and Dr. Nery seconded.</p> <p>Discussion: None.</p> <p>All voted in favor.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

12. AP 6400 FINANCIAL AUDITS  
– 2<sup>ND</sup> READING

L. HOWELL

<b>DISCUSSION</b>	<p>Motion – VP Howell made the motion to approve the second reading of AP 6400, Dr. Nery seconded.</p> <p>Discussion: VP Howell commented that the term was corrected for the auditor contract and now reads three years, and the auditor contract must be renewed every three years, although that does not mean COD will continue with the same auditor. VP Howell also reported that multi-year contracts yield better prices.</p> <p>All voted in favor.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

13. AP 6325 PAYROLL – 1<sup>ST</sup> READING

L. HOWELL

Discussion	<p>Motion – VP Howell made the motion to approve the first reading of AP 6325, and Dr. Nery seconded.</p> <p>Discussion: Due to the illegible hard copies of the procedure, VP Howell read the changes to the CPC committee, and stated she will send the electronic copy to the CPC committee members. Denise Diamond commented that for advances on payroll checks, faculty might prefer the privacy factor of going to the</p>	
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	<p>Director of Fiscal Services, so deans would not be privy to the circumstances of the request. VP Howell stated that she will make the change to have requests of this nature submitted in writing to the Director of Fiscal Services instead of to supervisors. Payroll distribution is changing from Payroll to the Business Office. Lauro Jimenez inquired on the payroll timeline, and VP Howell responded that she will bring the answer to the next CPC meeting.</p> <p>VP Howell amended the earlier motion to approve this item with the incorporated changes, Denise Diamond seconded.</p> <p>All voted in favor.</p>	
Conclusions	None.	
Action items	Person responsible	Deadline
1. The amended procedure will come back to CPC for a second reading.	L. Howell	4/22/16

14. AP 3200  
ACCREDITATION

A. NERY

<b>DISCUSSION</b>	<p>Motion – Dr. Nery made the motion to approve the AP, David George seconded.</p> <p>Discussion: Dr. Nery highlighted the changes in the redlined version, reporting that the accreditation standards were updated to reflect the new standards, and that the cycle changed to seven from six-years.</p> <p>All voted in favor.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		TBD

15. POLICY/PROCEDURE REVIEW  
– 2<sup>ND</sup> READING

J. KINNAMON

<b>DISCUSSION</b>	<p>Motion: Dr. Kinnamon made the motion to approve the second ready of the policies and procedures, Dr. Nery seconded.</p> <p>Board Policies:</p> <ul style="list-style-type: none"> <li>BP 2110 Vacancies on the Board</li> <li>BP 2510 Participation in Local Decision Making</li> <li><del>BP 2710 Conflict of Interest</del></li> <li>BP 2715 Code of Ethics – Standards of Practice – Trustees</li> <li>BP 3310 Records Retention and Destruction</li> <li>BP 3410 Non Discrimination</li> <li>BP 3430 Prohibition of Harassment</li> <li>BP 3440 Service Animals</li> <li>BP 3518 Child Abuse Reporting</li> <li>BP 3540 Sexual and Other Assaults on Campus</li> <li>BP 3715 Intellectual Property</li> <li>BP 3900 Speech: Time, Place and Manner</li> </ul> <p>Administrative Procedures:</p> <ul style="list-style-type: none"> <li>AP 2110 Vacancies on the Board</li> <li>AP 2510 Participation in Local Decision Making</li> </ul> <p>Lauro Jimenez asked about recent updates to the child abuse reporting law. Angela Walton reported that the child abuse reporting language applies to the Child Abuse Reporting procedure, AP 3518, not the Board</p>	
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	<p>Policy 3518, and that Executive Cabinet will review the Child Abuse Reporting procedure, AP 3518, at the next Executive Cabinet meeting.</p> <p>Denise Diamond reminded CPC that the policies and procedures should be aligned with legislative changes, and Mary Lisi commented that there may be trainings available for mandated reporters.</p> <p>Lauro Jimenez asked about the Academic Senate’s responsibility in AP 2510, Participation In Local Decision Making. Dr. Hall recommended that the language under the first bullet could be amended to state “The Academic Senate, <b>in consultation with President</b>, shall appoint faculty to the committee.</p> <p>All voted in favor, and these policies and procedures were approved for a second reading.</p>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

ADJOURNED – 11:55 AM

NEXT MEETING: APRIL 22, 2016

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