



## COLLEGE OF THE DESERT COLLEGE PLANNING COUNCIL MEETING

Friday, October 24, 2014  
10:00 a.m. to 12:00 p.m. CSSC MP Room

### Minutes

Members: A. Bynum, A. Davies, A. Nery, A. Sawa, ASCOD President J. Zepeda, L. Emerson, ASCOD VP P. Lacey, B. Bitanga, D. Martinez, C. Levitt, D. Bashore, D. Diamond, D. Redman, J. Jaramillo, J. Kinnamon, K. Tabor, A. Reber-Frantz, L. Howell, L. Jimenez, M. Harlow, R. Rawnsley, W. Ansley, K. Cuttrell, D. Amsler, S. Cooper, D. Wirth, E. King

Ex Officio: C. Farmer, C. Maldonado, P. Hunter (ABSENT)

Recorder: A. Walton

1. Approval of Minutes of September 26, 2014 – **tabled for approval at next meeting**
2. ASCOD Report J. Zepeda

The ASCOD representative reported that on Tuesday, October 14, ASCOD participated in the ALS Ice Bucket Challenge. The event was really well put together and there was a lot of student participation, and they thanked everyone who participated in the event. The ASCOD Honors Program Taskforce and the Smoking Policy Committee members are continuing to meet on a weekly basis and they have made significant progress. On Friday, October 17, six students went to the CCCSAA Leadership Conference. They attended numerous sessions and received contact information from other Association Student Organizations. On Tuesday, October 21, ASCOD hosted the Tailgate Party from 10 am to 2 pm. They had a good turnout with around 300 students participating. On Wednesday, October 22, and Thursday, October 23, ASCOD ran the homecoming elections, and presented corrections to the ASCOD Constitution to the students. On Saturday, October 25, ASCOD will be hosting a Homecoming Dance for all College of

the Desert students. The dance will be at the HILB and will be from 8 pm – 11 pm and will be free. ASCOD has created a Food Services Survey Committee that will work with the Food Advisory Committee to create a survey for the students, faculty, and staff on the food services here are COD.

3. Budget Update L. Howell

Ms. Howell provided a budget update for the committee at the last CPC committee meeting.

4. Assessment of Planning & Outcomes Update A. Nery

a. Student Equity

Dr. Nery reported minutes from the first Student Equity Workgroup meeting on Oct. 15th. Dr. Nery shared the Student Equity Workgroup is co-chaired by herself and Courtney Doussett. At the meeting Courtney shared information from the Academic Senate for CA Community Colleges regional meeting on Student Equity. The workgroup review data provided by the Research office to identify where there are disproportionate impact. Lastly, the short term goal is to submit a plan in January 1, 2015. The workgroup will review Foothill College's plan as an example.

b. Update on CPC Handbook

Dr. Nery discussed issues the APO are currently working on, including the possibility of reconvening some groups or subcommittees that used to meet but do not any longer. APO is working on an assessment of CPC subcommittees (composition, meeting frequency) in an effort to align CPC with the current COD structure. The information necessary to complete this assessment has been distributed to the workgroup members for review, and they have found that evaluating the existing committees and ones that need to be reconvened should be a part of the current structure. Matriculation advisory committee will be in the CPC handbook. Dr. Nery provided an overview of matriculation legislation and the purpose of COD's matriculation advisory committee (MAC). MAC last met in 2011, and Dr. Nery recommended that this committee reconvene. APO is currently working on three projects: an assessment on CPC subcommittees, program review process assessment, and handbook updating. Once the handbook is edited it will be sent over to APO for review, then CPC.

5. Data of Educational Sites D. Martinez

Dr. Martinez provided an update from his presentation from last CPC meeting in September. Overall population will increase across the zip codes and across the valley. Dr. Martinez also showed the enrollments from the various school districts to the

college. A CPC member asked the capture rate of students from the surrounding areas who come to COD; Dr. Martinez stated that overall enrollment from area school districts is approximately 25%. The group discussed capture rates by school districts. Dr. Martinez also shared where students live who attend Mecca/Thermal campus, and presented a map of the area. There was discussion also on comparable demographics between COD and other colleges, as well as internal roadblocks that may impede students' enrollment.

6. Professional Development Task Force

J. Berg

Second reading of a Professional Development Committee: Dr. Berg reported that a charge for the Professional Development Task Force has been developed and was distributed to the CPC members. The Task Force met after the last CPC meeting for discussion on its charge, the composition of the committee, the role of the committee and the recommendation to revitalize professional development committee. The group discussed whether a faculty development chair should be a co-chair of professional development committee to maintain a link between the two committees. There was discussion regarding committees and where they fit in the overall CPC structure. Dr. Berg stated that the Professional Development Committee will occur within the CPC or as a subcommittee of it. This item will be continued at the next CPC meeting for further discussion.

7. Enrollment Management Committee

A. Davies

Anna Davies discussed facilities updates and the bond program and how student access needs might be impacted using the bond dollars. This is a modification of the Central Campus development program. Lisa Howell stated that the bond program was reviewed to determine what was left to complete major projects, which was determined to be \$82.5 million after completing projects that are currently underway. In an effort to prioritize the funds, they began writing recommendations in October, which was shared with the Board at their October Board meeting.

1. Palm Desert campus - Relocating HR and Fiscal Services from portables to the Administration Building to free up classroom space as the Intensive English Academy of the International Education Program.
2. Hilb Building – move forward with Hilb and Building C renovations that will give the campus a new library space as well as additional large conference space and meeting space for Board of Trustees.
3. East Valley campus – move forward with phase 2 of Mecca/Thermal campus by providing a location for a middle college high school, increase services to adults needing ESL and ABE and accommodating students from north Indio. This will accommodate the large population of adults without a high school diploma and collaborate with Riverside County of Education in creating a middle college high school.

4. West Valley area – explore the feasibility of occupying an educational center currently in use by the Palm Springs Unified School District – revalidate signature programs and develop a site plan to support these programs.

Ms. Howell also shared the estimated timelines and costs for each project. Denise Diamond asked if a room could be identified in the CSSC to be utilized by mental health services as they are now sharing space with another program. Ms. Howell stated that an upcoming agenda item, Facilities Advisory Committee, would be the place to address this type of need and why it is being recommended that it is reconvened.

Adjunct offices are being proposed to be moved to another area, with input from current adjunct professors. Faculty Innovation Center is also an upcoming project. Anna Davies discussed the Green Land proposal, a world's fair-type of demonstration site for energy, with a focus on wind and solar energies. The organizers are inviting COD to build a facility on that site and offer education programs there that visitors could see and participate in. Preliminary discussions are ongoing and more information will be shared as it is received.

**8. Follow-up: Smoking on Campus L. Howell**

**Tabled until 11/7/14 CPC meeting**

**9. To Form a Facilities Advisory Committee**

Lisa Howell discussed the need for a Facilities Advisory Committee. Lauro Jimenez made the motion to approve this committee, and Denise Diamond seconded to approve the committee with the additions of a student representative, representative from faculty, bargaining representative and a CTA representative. All were in favor.

**10. Comprehensive Parking Study - Visitor and Metered Parking and Signage L. Howell**

**Tabled until 11/7/14 CPC meeting**

11. Administrative Procedure – 1<sup>st</sup> Reading
  - a. Delegation of Authority – 6100
  - b. Designation of Authorized Signatures – 6150

Lisa Howell stated that these revised procedures went to the Board of Trustees as information, and that they are being brought to this committee also as information.

**12. Academic Senate J. Kinnamon**

- a. Faculty Prioritization

Tabled until 11/7/14 CPC meeting

13. CPC Membership & Terms

J. Kinnamon

Dr. Kinnamon asked the committee to review the distributed updated CPC membership list and terms.

14. Organizational Realignment

J. Kinnamon

Tabled until 11/7/14 CPC meeting

15. CPC Meeting Schedule

J. Kinnamon

Dr. Kinnamon asked the committee to review the meeting schedule, which can be augmented as needed.

Lauro Jimenez made a motion that this meeting is adjourned in honor of Stan Dupree, Denise Diamond seconded, and all members voted in favor.

Lauro Jimenez made a second motion for CPC to recommend to the Board of Trustees and President Kinnamon that a plaque is placed at entrance of the new HR suite, and recommended two separate wordings of the plaque, which Denise Diamond seconded. All were in favor. Lisa Howell asked that this is tabled to determine plaque hanging policy. Patricia Lacy made the motion that the second plaque language is used, and Karen Tabor seconded. All were in favor. Plaque language:

**In Honor of Stanley M. Dupree,  
Professor, Colleague, Advocate, Friend**

The meeting was adjourned at 12:14 pm in honor of Stan Dupree.