

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 February 7, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Dr. Elaine Burns Sean Abel Joe Andrade	AS-Javier Chapa AS-Padma Manian AS-Pat Space FA-Marc Sola	CSEA-Sue Hager CSEA-Bruce Geer CSEA-Deanna Herrera CSEA-Laura Garcia CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Abidat Oshiobugie

- **Absent Members:** Duncan Graham, Charles Heimler, Alva Long, Roland Bough
- **Committee Proxy:** Charlene Lilie
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Co-Chair Deanna Herrera 9:04 AM

1. Welcome and Introductions:

2. Adoption of the Agenda:

Sue Motion to approve agenda

Motion Passes

3. Approval of December 6, 2013 CPC Minutes/Suggestions:

Sue Motion to approve agenda with minor corrections

Motion Passes

4. Public Comments:

None

5. CPC Public Comments:

- Andrew Phelps- concerned that as we move forward we find a vision for San José City College. We need to find a way to move forward that would really work.

6. Major Accomplishments for Fall 2013:

Dr. Breland asked Vice President Duncan Graham to have CPC come up with a list of major accomplishments achieve in the fall 2013. This is an opportunity for the college to look back review all committee accomplishments. Duncan and Deanna came up with a few bullet points of accomplishments listed on the agenda and would like to open it up to all CPC members if they have anything to add or have comments. Sue would like to add the approval for the 2013 accreditation report.

Padma wanted clarification from the chair and co-chair of what they consider as accomplishments since the CPC voted against supporting the districts civility statement that should be also considered as an accomplishment.

Andrew Phelps: We did vote to support the civility statement but not to embrace it as a rule of behavior.

7. Reconsideration Item:

At the last CPC meeting the committee agreed to reconsider this item once the ASG has come up with a resolution.

Larry Harris- It was discussed and was voted on by the ASG to include the term “Social Justice” back into the mission statement at the last ASG meeting.

Member of the Audience, Chuck Stevens, and ASG member- The ASG did vote to approve to include the term “Social Justice” and he is in process of developing a resolution and should be ready to present at the next CPC meeting.

This item will be tabled to the next CPC committee meeting pending ASG development of a resolution.

8. Information Item:

Design Standards for FF & E (furniture, fixtures, and equipment), Seher Awan: At the November 11, 2013 Facilities committee meeting the committee approved the design standards for the district. The design standards is a living document the district worked on that list all the design standards for future construction. All three entities would follow when conducting future construction. A link was sent out this morning for your review which shows all the design standards. This living document will continue to evolve as we move forward. Please review the design standards document as we would like to place this as an action item at the next CPC meeting.

9. Action Item:

Combining Safety & Facilities Committee:

Sean Motion to move to combine the Safety & Facilities committee

Discussions: Seher prepared documents summarizing accomplishments by the Facilities and Safety committees, and facts regarding combining Safety and Facilities Committees. Many of the issues that are discussed in both committees often overlap. Sean expressed that there are some safety issues that are being neglected such as the campus emergency response team because the Safety committee can never get a quorum to meet.

Marc Sola feels that there should be a policy in place to determine which committees are created, discontinued or combined before we decide to combine these two committees together.

Padma mentioned that faculty who serve on the Facilities committee are opposed to combining both committees together. Charles Heimler conducted a survey last semester of the faculty and they opposed this move.

Motion Passes

With a 7-7 tied vote the Co-Chair, Deanna Herrera, voted in favor of combining both committees together with an 8-7 vote.

10. Comprehensive Committee Reports (10 minutes each)

- Student Success Committee- Dr. Burns:
 - The Student Success definition was approved by the CPC last semester. SJCC’s campus wide mantra is “Student success is everyone’s responsibility”. A Flyer has been developed explaining the difference of a part-time student and full-time student the look is similar to a text message on a smartphone, since many of our students have smartphones. We will be showing expansive video vines that were presented at the January 24th PDD on the March 14th PDD. The March 14th PDD is focused on the Student Success Symposium. We are working on a summer bridge which transitions first time students to college students. The first year experience program with steps to success and an action plan. The challenges for this committee are maintaining consistent membership. They did not have quorum at the last meeting.

- Diversity Committee
 - The committee supports heritage months and supports events held on campus. There is an expenditure request process that's been in place and had been working and also keeps programs held accountable. There is an equity plan and working with collaborating with student success.

11. Campus Committee Reports:

- **Campus Technology Committee:** No report, working with Clem Lundie to revitalize committee
- **Facilities Committee:** A Vice-Chair was elected last semester. Working on design standards, Master plan, recommended signage plan, Safety camera process, emergency phones
- **Finance Committee:** Next meeting scheduled on Monday, February 10th at 3:00 pm. We will be discussing moving the budget hearings to another date. We are on track for the budget allocation process.
- **Safety Committee:** Working on updating committee charge. There was not quorum last meeting.
- **Strategic Planning Committee:** SPC held their first meeting yesterday, February 6th and they are looking at fitting things that distributes items to committees.
- **Academic Senate Report:** No Report
- **President/Vice President's Reports:** President's goal is to continue to move forward and have a plan for the college. We will develop marketing strategies. Sharepoint will be launching at the end of March.
We will be having a grand opening for the opening of the Veterans Resource center.

12. Other:

- **ASG Reports:**
 - The students have a very good welcome week and served 400 cheeseburgers and slices of pizza to the students.
 - Working with the City of San Jose council member regarding SJCC homelessness among our students.

13. Announcements:

- Padma acknowledged Sandra Gonzalez as the minute taker of the CPC meetings and thanked her for doing a good job.

Meeting Adjournment:

Motion to adjourn meeting at 10:37 am