

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 April 04, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel	AS-Pat Space AS-Javier Chapa AS-Vacant FA-Marc Sola	CSEA-Sue Hager CSEA-Bruce Geer CSEA-Deanna Herrera CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Roland Bough Cody MowBray

- **Absent Members:** Dr. Elaine Burns, Duncan Graham
- **Committee Proxy:** Charlene Lilie for Roland Bough
- **Guests:** Seher Awan
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Chair Duncan Graham 9:04 am

1. Welcome and Introductions:

Introduction of student representative Cody MowBray who will be replacing Abidat Oshiobugie

2. Adoption of the Agenda:

Sue Hager- Motion to approve agenda

Motion Passes

3. Approval of March 21, 2014 CPC Minutes/Suggestions:

Bruce Geer- Motion to approve minutes as amended

Motion Passes

4. Public Comments:

- Sandra Gonzalez: Speaking as a member of the Finance committee she asked CPC to please keep in mind that when reviewing the 2014-15 Budget Allocation information, the Finance Committee took a lot of time and spent a lot of hours going over every budget request from each department and program. The committee referred back to the program review if they had any questions or needed further clarification.
- Seher Awan: Would like to ask the CPC committee for some guidelines in regards to goal setting. As the chair of several committees it is difficult to do the job as chair if there are no goals set in place. When this was brought up to the Facilities committee the members said they want to know what type of parameters these goals are supposed to be. This would also be helpful to all the committee chairs.
- Michael Divinia: First Michael thanked Pat Space for sharing the campus landscaping plan. There are many matters there that need to be looked at and addressed. He suggested there be a taskforce appointed through the person who wrote the report and the taskforce could generate recommendations that could go back and give their revised recommendations on a landscaping plan. The landscaping plan now has difficulties that need to be addressed. The baseball team should also be revived and Michael would like to see it back as soon as possible and supports them having an off campus baseball field where the team can play. There is also discussion in regards to removing the current theater and feels this plan should be re looked at. The current theater needs to be refurbished and not to be build a smaller theater reducing the capacity where people

can enjoy large events on campus. The college logo needs to be fixed we are San Jose City college not City College of San Jose the order should be reversed. There was a lot of off campus consulting to support the new website and it's a beautiful website. Whenever you go to the homepage you see the campus mascot the jaguar and you look straight into the eyes of the jaguar and it's a good inspiration. When you go the EVC's website their mascot does not appear on the website at all. We didn't know what it was until it was Googled and found out it is the hawk.

5. CPC Public Comments:

- Larry Harris: Welcomed Cody to the CPC as the newest member
- Charlene Lillie: introduced a new book that just came out called a "The Gardeners Guide to Pest Control" it's a good book for the home and for our campus gardeners to have.
- Andrew Phelps: Following our last CPC meeting two weeks ago Andrew attended a meeting at San Jose State of the California Assembly select committee on campus climate and they are investigating campus climate and are interested in the racial incident that happened on campus last fall. They had a big public meeting with state legislators running it, there were three panels. The only person from SJCC was a student. There were administrators and faculty from other college in attendance. The campus climate issue is a serious issue.
- Heidi Hoffman: Would like to hear from the representative reporting for the standing committee if there is no report to explain why there is no report instead of just saying "no report". It is important for the CPC to understand why committees are not meeting and it should be reflected in the CPC minutes under standing committee reports. It is also good to know when the next meeting will be held.
- Pat Space: Would like to have some kind of ad-hoc committee together and start getting brainstorming ideas to getting some of these committees organized.
- Marc Sola: Following an email Marc sent to committee members for those bringing actions items should bring the motion in writing, and that items should be brought as information items so that when it comes as an action item it has been discussed and the committee is familiar with what the issues are and motions can be easily read and changes can be made if necessary.

6. Discussion Items:

- **Technology Committee:** Duncan meet with Clem Lundie and they both discussed the Tech Committee and Clem feels that the reason why there is no movement with this committee getting back together is because the committee had developed a technology plan and they spend a lot of time and hard work on it, and when it was submitted the plan was rejected and dismissed by the administration at that time. Members of the committee were upset. Duncan will get a list of the members that were on the Technology committee and will speak with them individually and let them know that anybody's hard work would not be dismissed and not regarded. At the next meeting Duncan will have more information to provide to the CTC committee. Andrew Phelps reminded Duncan that Roland Bough had expressed interest in being a member of the CTC committee and possibly chairs the committee if no one steps up. Heidi Hoffman asked what will happen now if there is no CTC committee in place since they do not meet quorum and no one will be reporting to CPC meeting. The CPC committee should step up and not have this continue. The Academic Senate and CSEA have been informed that committee members are needed to serve on this committee.
- **Facilities/Safety Committee Draft Charge:** Seher Awan presented version 2 of the combined charge for Facilities/Safety Committee. The majority of the wording was taken from both of the current existing charges. She combined both charges to blend well together and made changes based on feedback she received. Seher also left the language regarding personal interest. Members who serve on the committee should

keep their personal preferences and divisional preferences aside and represent their constituency group and work based on what's best for the college. This is also in other committee charges. There was also concern regarding emergency preparedness and the amount of responsibility the committee was taking on. This was removed because it's more of a college wide responsibility. It was kept as part of the annual review process of the campus, but the committee would not be held responsible for the emergency preparedness for the college. There is also a list of positions that serve on the committee and who are also voting members of the safety committee. Seher had received emails that these positions should not be voting members they should be ex-officio instead as advisory. However, Seher felt they should remain as voting members because they are professional experts on subject matter and should have a say in Facilities/Safety matters on campus and right now they are currently voting members on the Safety committee.

Seher is requesting feedback from the CPC committee members by May 1st since the next CPC meeting is scheduled on May 2nd.

Javier Chapa-Would make a suggestion to look at these positions as non-voting members because if you look at it as a political stand point these subject experts may try and push their own agenda. He would like to see them as experts to provide information and not be voting members.

Sue Hager stated that the philosophy of committee members representing general interests rather than personal interests should be included in all the committees who report to CPC and would like for CPC committee to consider this.

Heidi Hoffman expressed concerns with the emergency preparedness and would like to see a review of recommendations done twice a year. We don't have the same number of people who have been involved in the training of emergency preparedness.

- **2014-15 Budget Allocation:** Seher presented on behalf of the Finance committee and passed out to the CPC committee USB drives. The USB drives contain the same content as the 2014-15 budget binders that the Finance Committee used during the budget allocation process. You will see a spreadsheet showing the department request in one column and the allocation in another, also included are GLBR reports from the last 3 years and this current year, and the program's program review. Seher thanked the Finance committee for their hard work and dedication the committee. They take their charge very serious. The committee reviewed the program reviews, current year spending, and historical year spending when allocating their recommendations. The 2014-15 budget allocation requests were sent out to budget managers back in December and were due to the Vice President of Academic Affairs on February 21st and then due to Administrative Services by February 28th. The allocations were tied into student success and the Finance committee followed the President's priorities as well. The deliberations occurred on March 29th and the 30th so that the committee could get this on time to the CPC committee for today's meeting and we are in time with our timeline and the districts timeline. The budget allocations are directly linked with program review and if the program review was not clear in the budgetary requests then the allocations were affected.

Marc Sola asked if this was shared with Amber McCall but Seher stated that she had not discussed this with Amber. The college has a 30 million dollar budget and 29 million is allocated to salaries and benefits which leave the college with roughly 1.3 million dollars in operational expenses. There were challenges this year by trying to support new programs on campus, and out of the 1.3 million 300k was used to back fill positions that were improperly funded through grant programs. There were other funding sources that were used to alleviate the burden from fund 10.

Duncan is part of the Program Review committee and is reviewing annual and comprehensive program reviews and for programs to meet what is asked for on the form is not really clear.

- **Student Success & CPC:** At the executive team meeting Interim President Breland has been focusing on Student Success; how can we get our standing committees involved in promoting student success and what are the measurable outcomes. What is the role of the CPC and student success and what is the college doing to move the success indicators to a higher level.

Dr. Breland stated that the college must find a way to look at our key performance indicators consistently and how to make our students more successful.

Larry Harris would like to see more of an effort made to inspiring our students.

Javier Chapa: When we are discussing student success it is important to discuss who the team members are going to be and who will be involved and what have these individuals demonstrated toward success. If we have individuals do something they should have the ability to show they implemented something instead of just holding a position.

Michael Divinia made a comment that he was inspired by Larry's comment of inspiring students and wanted to bring up that this month of April is Mathematics awareness month and there is a new activity each day at mathaware.org.

7. Information Items:

- **Transition from Adult Ed to Community College:** This is an initiative by the state that San Jose City College is participating in and Workforce Institute will be taking the is taking lead. We are partnering with several different agencies; this is a two year pilot program of moving adult Ed from the high schools to the community colleges. Keiko has started working on this by making connections with the adult Ed providers and aligning curriculum. Currently there is no alignment of curriculum of what adult Ed provides and what we do as a community college. This will be placed as a discussion item for the next CPC meeting.
- **Grants: The campus applied and was awarded a 2+2+3:** There are several grants that SJCC has been applying for and some have been awarded. One of the initiatives that have been granted is a 2+2+3 law school guarantee grant. This program will be starting in the fall semester. The students will start with SJCC at the community college level and then move on to receive their bachelor's degree. There are four law schools that will accept these students if they follow the curriculum model. The basis of the grant is to increase the number of underrepresented people in law school and as lawyers. The schools we are partnering with are UC Berkley, UC Davis, UC Irvine, and Santa Clara University. This is coming from the BAR Association that is requesting more lawyers of more representation of the population.
SJCC is also applying for a Careers Pathways grant and three others that are being proposed in this area. Robert Gutierrez is applying for another HSI grant.
- **Campus Safety:** Duncan met with a couple of faculty members that expressed their concerns with safety on campus and general concerns. The executive team met and had discussions with campus safety and what needs to happen. There are initiatives that are already in process such as the surveillance cameras, 9 emergency phones, and a pilot project in the Business Building having the doors lock automatically by Campus Police. There is a lack of emergency preparedness training, EOC training will be scheduled in the summer. There is discussion to revitalize the campus patrol program.
- **Project Cinco, Larry Harris:** The Associated Students has funded \$5500 for a pilot project for SJCC homeless students to receive food vouchers. The discussion went on further to see if the students can use the showers in the locker room and using the services provided by the Cosmetology department, Dental Assisting department, and possibly find and fund housing for students.

Larry Harris motions to set Project Cinco resolution as an action item to recommend and send forward to the college president.

Seher expressed concerns that AS monies are public funds and cannot be given directly

not an allowable expense.

Action items requires a 2/3 vote to move as an action item

Motion Fails

8. Reconsideration Items:

If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

- **ASG Resolution for Social Justice:** Larry Harris-Motion to reconsider ASG's proposal to put "Social Justice" back into the college mission statement.

Sue Hager- Does not want to reconsider this motion. It is still part of the districts mission and SJCC doesn't need to replicate the districts statement.

Charlene Lillie-The reason for asking for reconsideration is because the student representatives on CPC received new information and feedback when it was brought back to the associated students.

Sean-By taking this vote the original mission statement will stand in its original form.

Motion Fails

9. Action Items:

- **2013-14 Lottery Fund Allocation:** Sean Abel-Motion that the CPC accept the Finance Committee's recommendations for restricted lottery fund allocation

Motion Passes

- Sean Abel motion to add Action Item #2

Motion Passes

Sean Abel: motion to request that CPC recommended that the President accept the Finance Committee's recommendations for restricted lottery fund allocations.

Motion Passes

10. Comprehensive Committee Reports (10 minutes each)

- Finance Committee: Discussed in discussion items and action items.
- Campus Tech Committee: There is no CTC formed, Duncan will be working on getting this committee to reconvene.

11. Campus Committee Reports:

- **Academic Senate:** No Report
- **Diversity Committee:** No Report-Dr. Burns is currently at the Male Summit
- **Facilities Committee:** There has been a lot of discussion of fact and opinion and would like to clarify the process the committee has taken on the landscaping plan. This is a phase in process and the committee as a whole has been working on the phases to contribute to the landscape plan. The landscape plan is based on the Educational Master Plan which has been approved to be updated. Please refer to the meeting minutes to get the documented facts of what was discussed at the meetings. The district approved arborist and landscape architect will be on campus on April 21st to make a presentation of what they have come up with for the landscape master plan.
- **Safety Committee:** No quorum. The committee will move forward to combining both Facilities and Safety committee in the fall semester
- **Strategic Planning Committee:** The committee met on Thursday, April 3, 2014 at 3:00 pm with guests in attendance. The SPC asked for participation from the guests invited to create baselines for the KPI's or recommendations for modifications of the key performance indicators, and annual goals in the strategic plan which can be reviewed at

the retreat in May.

- **Student Success Committee:** At the last CPC meeting a question was brought up about our enrollment numbers our full time equivalent student count is down 8% from last year. EVC is down by 6%. The number of sections offered this year compared to last year is two fewer sections. In unduplicated headcount we are down 5% from last year and seat count per section is the same as last year to 25.2 students in each section.
- **President/Vice President's Updates:** Dr. Breland-The state scorecard will be available online in mid-April which has data that is specific to each institution. The state developed a taskforce and this taskforce came up with 22 key areas that are important towards student success and this scorecard is one of the key areas.
2014 Accreditation Report: The report is completed and is on the board agenda for April 8th and will be delivered on April 9th and hand delivered by EVC's VPAA. We had been given an extension until April 9th.
- **Other news:** As of this morning everyone should have received an invitation to drop box. In there is the information regarding the Milpitas Center?
- **ASG Reports:** The ASG is in the process of preparing elections for the student government for next year. Election packets are in and the voting will begin early May. Candidate forum is April 22nd at 2:00 pm in the college theatre.
- May 8th at 5:00 pm is the Hall Excellence Awards recognizing various key people on the campus from student tutors to faculty, staff, and administrators located in the cafeteria.
- Andrew Phelps: The ASG agreed to change their constitution so that there would be an elected student member of the Board of Trustees.

12. Announcements:

None

Meeting Adjournment:

Motion to adjourn meeting at 11:07 am

Motion Approved