

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 October 4, 2013

Members Present:

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

- **Absent Members:** Elaine Burns, Marc Sola
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by committee chair Duncan Graham 9:05 am

1. Welcome and Introductions:

- Welcome new CPC member Roland Bough representing the Associated Student Government

2. Adoption of the Agenda:

Sean Abel-Motion to approve Agenda
 Motion Passes

3. Approval of September 20, 2013 CPC Minutes/Suggestions:

Sean Abel-Motion to approve minutes
 Motion Passes

4. Public Comments:

- Charles Heimler: The Academic Senate reviewed the Accreditation mid-term report and they voted to approve it.

5. CPC Public Comments:

- None

6. Action Items:

- Accreditation Mid-Term Report: Charles brought up a concern from the Academic Senate; the AS wondered why only the titles of people's positions were listed on the report as opposed to their names. By listing individual names it gives credit to those who worked on the report. Charles was also concerned that the links were not live. Sue Hager stated that the evidence that is provided lists individual names. It was also decided by the AOT not to include names. This is how the 2010 self-study and 2012 follow-up report were submitted. All the links to the Mid-Term report have been corrected since they were sent out to CPC on October 2, 2013. Dr. Breland thanked everyone who has worked on the report. There were a lot of AOT meetings scheduled this week to get the report completed.

Motion to approve Accreditation Mid-Term report

Motion Passed

- Scheduling of Standing Committee Reports: This would be a more comprehensive standing committee report to the College Planning Council. Ideally each committee chair or proxy will report back to the CPC and update them on committee goal, challenges for the academic year. Duncan will encourage the dean's to work with faculty and staff to serve and attend campus committees.

Motion to change Participatory Governance Reports to Standing Committee Reports

Motion Passed

Motion to approve CPC Comprehensive Standing Committee Schedule

Motion Passed

7. Information Items:

- Mission/Vision Statement: The College must review its Mission/Vision statement on a regular basis according to accreditation standards and we need to be sure that our Mission/Vision Statement aligns with of the Board of Trustees.

Padma asked how this is going to be delivered to the campus community and Duncan explained that part of each CPC members charge is to bring this information back to their constituent group to be discussed. Duncan is willing to send out an email on behalf of the CPC committee that we are discussing the college's Mission/Vision statement.

There was concern from committee members of the term "social justice" in the statement and its meaning. At the time when the term "social justice" was used it was under a chancellor that was very politically motivated. However, with our current chancellor the term has a different tone.

Sue suggested revising the mission statement to: *"The mission of San José City College is to cultivate an environment that embraces and is enhanced by diversity, by providing open and equitable access to quality education and programs that both challenge and prepare individuals for successful careers and active participation in diverse, global society"*.

Javier asked if this has been measures and do we follow this.

Roland likes Sue's language of the mission statement but does not like the term effect. To him the word effect comes more politically charged.

Charles Heimler: **Motion to move this information as an action item to the next meeting to have more discussion on this topic**

Motion Passes

Committee members to send Mission/Vision suggestions/revisions to Sandra Gonzalez before the next meeting.

- CPC Charge: There are two CPC charges in place one from 2008 and 2011. Sandra Gonzalez reviewed past meeting minutes from 2011 and could not find where there was a motion passes where committee members voted on the revised charge from 2011. The only discrepancy of the two charges is who chairs the CPC committee. The 2011 CPC Charge states that the committee is chaired by the Vice President of Academic Affairs. Charles stated that the structure of the Strategic Planning Council worked well, this committee consisted of co-chairs. Each co-chair alternated in facilitating the meetings. Sue wanted to know if faculty would get paid reassigned time and would classified also get overtime if they are putting in extra hours in their day to co-chair the CPC committee meetings.

Dr. Breland is a proponent of the co-chair model and if you don't have it you lose the continuity. He cannot guarantee any additional pay for both faculty and classified staff.

Sean commented that if the committee decides on the co-chair model then it should be different constituent groups.

Charles Heimler: **Motion to move to action item to the next meeting**

Motion Passes

- **Finance Committee Charge:** At the last Finance Committee the committee revised their 2010 charge. The committee made changes to include the length of time committee members serve on the committee.
Larry Harris commented that this is hard for students to do if they transfer out after one semester.
Laura Garcia suggested changing the wording on first bullet below the membership.
Sue recommended changing the date of the annual self-evaluation to be completed at the end of March or early April. This will allow the Strategic Planning committee enough time to compile all committee evaluations for their reporting.
- **Lot C Parking Signage:** Chief Aguirre wants to change the signage to the Lot C visitor parking and make it more visible for people to see. They will take down the existing signs and put in the new signs.
Heidi also brought up that there should be signage in the front where students and visitors enter into the campus and that should also be discussed.
- **Letter to Committee Chairs:** Duncan will be revising the letter that was sent out to the committee chairs in the fall 2012 and sending it out to all committees this fall semester.
Sue commented that it would be difficult to revise this letter until we have a timeline in place.
There is a time line in the Strategic Planning hand book and we should continue with what's in the handbook.
- **Reconvene of Strategic Planning Committee:** Duncan will start work on getting the Strategic Planning Committee back to regular meetings. He would also like the College Technology Committee and Distance Ed committee back on track. We will need to request for new membership from all constituent groups.

8. Campus Committee Reports:

- **Campus Technology Committee:** No Report
- **Diversity Advisory Committee:** No Report
- **Facilities Committee:** No quorum at the last meeting
- **Finance Committee**
 - Revision of Committee Charge
 - Established Goals for 2013-14 Academic Year
 - Equipment Allocation for the 2013-14 Budget.
- **Instructional Policies and Curriculum Committee**
 - Senate consented that IPCC take lead in developing a process to be agreed upon Academic Senate in Program Discontinuance
- **Student Success Committee:** No Report
- **Safety Committee:** No Report
- **Strategic Planning Committee:** No Report

9. Other:

- **ASG Reports:**
 - Larry Harris: At the end of last semester the club used funds for a pizza party; however, there was a problem with accessing their funds to fund the party so they had to use their own monies for the event. There has to be a better way to access club funds.
 - Roland Bough: This semester the ASG chartered 5-6 clubs on campus and there are more students involved.

10. Announcements:

- There are 10 students who will be presenting at a Chemistry Conference and the students will be bringing back a lot of information they will be presenting the PLTL.

- Padma commended Roland's work to get clubs started and she would like to start a book club.
- Roland will provide a roster of all the campus clubs.
- Andrew Phelps: 25 tickets will be given away to students for the Teatro Vision Macario.
- Duncan Graham: SJCC has been contacted by San Francisco City College to agree to accept their students here if they lose their accreditation.

Meeting Adjournment:

Motion to adjourn meeting at 11:06 am

Motion Passes