

San Jose City College
 Planning Council
 Location: SC-104
 9:00-11:00 a.m. Minutes
 February 1, 2013

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Dr. Elaine Burns Dr. Leandra Martin Greg Nelson Tammeil Gilkerson	AS-Alex Lopez AS- AS- AS- FA-	CSEA- Bruce Geer CSEA-Heidi Hoffman CSEA-Laura Garcia Proxy CSEA-Teresa Paiz	Larry Harris Mike Casas Jeff Guertin

- Absent Members: Charles Heimler, Sue Hager, Eugene Heck
- Guest: Takeo Kubo, Dean of Enrollment, Janet Reid, Health Services, Dr. Celia Cruz-Johnson
- Minutes: Sandra Gonzalez

Call to Order:

Chair Tammeil Gilkerson called meeting to order at 9:04 a.m.

1. Welcome and Introductions:

- Tammeil welcomed all the new CPC committee members: Jeff Guertin- Associated Students, Laura Garcia-CSEA, Teresa Paiz- Proxy for Sue Hager

2. Adoption of the Agenda:

Motion to approve agenda
 In Favor-Unanimous

3. Approval of December 7, 2012 CPC Minutes/Suggestions:

Motion to approve meeting minutes
 In Favor-Unanimous

4. Public Comments:

- Dr. Burns-On March 22, 2013 is the annual African American & Latino Male Summit. We are looking for donations or contributions to put the program forth. There will be an email going out district wide asking for contributions or ways in which you can help contribute to the program. The summit will be expanded to an all day seminar for 150 high school and community college Latino, African American, and Pacific Islander young males. There will be another one in the fall semester as well as a summer bridge program as well.
- Mike Casas- the Associated Students will be working with the foundation to get book loans for students. The book loans are not full book loans; the students will have to pay part of the costs as well.
- Larry Harris-This week the students had a great welcome week for the first week of school. The Media club was on hand and there was an open mic for students, it was a fun time.

5. CPC Public Comments:

No CPC Public Comments

6. Action Items:

- **Funding Allocation Template and Instructions:** Takeo Kubo-The goal is to get out the Funding Allocation Template to the budget managers next week. There isn't a set date yet for the budget hearings, but they should be sometime in late March or early April. Motion to approve the Funding Allocation Template and Instructions. The approvals of funding will correlate with what is written in the program review.
In Favor- Unanimous

7. Information Items:

- **Discrimination and Harassment Procedures/ Forms & Definition:** Tammeil Gilkerson- An email came out from the District Diversity office this week with the current Discrimination /Harassment Complaint Procedures/ Forms & Definitions; we are required by law to annually send out this information out. The information that was recently sent out is out of date. The revisions are currently going through the shared governance process to be reviewed. Most of the changes are in the language and a clear process for the complaint procedures. These documents have been sent out to all the constituent groups and will be placed as an action item at the next CPC meeting. Please review the documents carefully and if you have any questions and/or concerns they can be brought up at the next CPC meeting or you can bring it up with your constituent groups.

- **No Smoking Policy and AB 795:** Janet Reid-The College was awarded a one hundred dollar grant. While working with the grant Janet noticed that the non smoking policy that was in place had not been board approved. She is working on getting the policy approved by all constituent groups and EVC and then to the board for approval.

Bill AB 795 was passed January 2012 which states that we can fine students who smoke on campus who don't comply. Once we have the non smoking policy in place and designate smoking areas on campus we can impose the fines. First offense will be a warning and students will attend a non smoking program through Health Services. Then monetary fines will be given to students after the first offense and will increase for after each offense. The hope will be for Campus Police to work with Health Services department to enforce the non-smoking policy and citations.

Tammeil Gilkerson- recommend writing proposed policy language and having it go through the shared governance groups to go through board approval. Once the policy is in place then there can be administrative procedures written out. The administrative procedures will explain and go over who will give out citations, where the designated smoking areas on campus will be, and where will the funds go, etc.

- **Employee Recognition:** Tammeil Gilkerson- There will be an employee recognition ceremony held on April 18, 2013 in T-415 the time still needs to be determined but may be from 2-5 PM. This year we would like to recognize those employees who are retiring, receiving tenure, and to those who have longevity awards. We will also like to bring back awards for outstanding faculty, administrator, and classified staff and will be awarded at this ceremony. There will be a process for employees to nominate individuals to receive this recognition. This is being developed by the Staff Development Committee.
Dr. Celia Cruz-Johnson- There was an email that went out for professional growth for faculty, staff, and administrators, the deadline is February 7, 2013.

8. Participatory Governance Reports:

- **Campus Technology Committee:** No representative available
- **Diversity Advisory Committee:** Dr. Elaine Burns –The committee has not met yet. There is a new process for expenditures. Individuals who request funds will have to submit an expenditure request form and submit justification along with quotes and/or invoices. Then it will be reviewed by the committee. The forms can be picked up from Maria Avalos in the Vice President's Office of Student Affairs.
- **Facilities Committee:** Greg Nelson-The next meeting will be on Monday, February 4, 2013 in SC204, 2-3 pm.
- **Finance Committee:** Takeo Kubo- The next meeting will be on Monday, February 11, 2013 in SC204, 3-4 pm. The committee will be going over the 2013-14 funding allocation process.
- **Instructional Policies and Curriculum Committee:** Laura Garcia- the Tech Committee will be meeting on February 4th and will be reviewing courses at for the next IPCC meeting February 12th meeting.
Tammeil Gilkerson-Faculty was sent a letter regarding development of transfer degrees and getting them through the Curriculum committee we are encouraging the faculty to work with us on this.
- **Student Success Committee:** Dr. Elaine Burns-the committee will meet on Thursday February 7, 2013 in SC204 from 2:30-4:00 pm. The Student Success Committee is working with the Professional Development committee on the Student Success Symposium that will be held on April 12 PDD.

9. Other:

- **ASB Reports:** Mike Casas-The AS met and had their AS Retreat. At the retreat they adopted their goals and mission statement for this spring semester. The AS also discussed club guidelines for activities and officer roles and responsibilities.
There are two events held in February for Mardi gras and will be selling Valentine's balloons on February 14th.

10. Announcements:

- Greg Nelson- Reminder that the IDEA Grant RFP's are due February 22, 2013. An email reminder went out and is open to all faculty and staff. Make sure to submit your requests in a timely manner so that the funds can be expended before the end of the fiscal year.
- Dr. Burns- February 1st marks the first day of Black History month Student Services will be working with the AS with two music groups that will be on campus. On February 20th will be Lift Every Voice Gospel Fest, February 28th will be Tabia and Akoma performing in the theater. During the first week of March there will also be a performance called Fragrance of Freedom. There will be an email that will be sent out next week with all the activities for Black History month.
- Dr. Leandra Martin- Last weekend Romero, Leandra and some faculty attended a Statway conference. Statway is a 2 year program and starts with Algebra 1 and helps get students through Statistics. This is mostly for Humanities & Social Science majors. The Math department hopes to partner with Metas and begin the first semester fall 2013.
- Alex Lopez- Metas Program started the summer bridge outreach and is currently working

with Lincoln High School, San Jose High School, and Downtown San Jose College Prep with recruitment. Representatives from Admissions & Records and Financial Aid have also helped with the recruitment and helping students with the application process for admission and financial aid. There will be a parent night to explain to the parents of what to expect from their students. They will also have a Math instructor go out to the schools for tutoring of the placement test.

- Alex Lopez- the Metas Location will be moving next week to the new Multidisciplinary building in M-104.
- Mike Casas- SJCC AS is working with EVC AS on the VTA Eco Pass. VTA is allowing them 60 days to collect payment from the students. At the end of February they plan on holding a vote at both campuses and working with the IT department on creating a survey to students. They also plan to work with Admissions & Records for collecting payment. This is a mandatory fee of \$10.00.

Meeting Adjournment:

– Motion to adjourn meeting at 9:55 a.m.