

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

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Dr. Leandra Martin Dr. Romero Jalomo Greg Nelson Tammeil Gilkerson Takeo Kubo	AS-Alex Lopez	CSEA- Sue Hager	Larry Harris Mike Casas Andrew Phelps

- **Absent Members:** Charles Heimler, Dr. Elaine Burns, Bruce Geer, Eugene Heck, Heidi Hoffman, Laura Garcia, Chuck Stevens, Jeff Guertin
- **Guests:** Sean Abel
- **Proxies:** Takeo Kubo
- **Minutes:** Sandra Gonzalez

Documents received:

Green Gardener Courses,
Executive Summary-MAC, VoTech, GE,
Talk A Phone
TOC Calculator Summary
Total Cost of Ownership Calculations and Worksheets by Building
Total Cost of Ownership Calculations Assumptions
Student Success Definition

Call to Order:

Chair Tammeil Gilkerson called meeting to order at 9:09a.m.

1. Welcome and Introductions:

- Tammeil welcomed all the new to all the public members attending today's CPC meeting, and a special introduction to the new Dean of Humanities & Social Science. Sean Able who started on February 28, 2013. Sean was a faculty from the college of the Siskiyous and comes with a lot of back ground.

2. Adoption of the Agenda:

Greg-Motion to add Safety Committee to Participatory Governance Reports under section 8
2nd Leandra Martin
All in Favor
Approval of Current Agenda with corrected amendments
In Favor-Unanimous

3. Approval of February 1, 2013 CPC Minutes/Suggestions:

Mike Casas made a correction to Dr. Burn's comment regarding the Male Summit. The correct date is March 22, 2013.
Motion to approve amended minutes
In Favor-8
Abstentions- 1

4. Public Comments:

- SJCC Student Charlene Lillie- Brought up an item from the Facilities Committee agenda regarding the landscaping of the college. Charlene would like to inform the college that there is a Green Gardener courses program offered by Santa Clara Valley; there is a website that shows the guidelines for landscaping. Charlene is hoping that when we get the contract for any new buildings we can ask the contractors before they turn over ownership of the building to the campus to follow the Green Gardener guidelines. Currently the contractors are using artificial fertilizers and making it bright green which can harm the environment. Charlene also expressed that this is a good program that we should send our own Grounds staff to attend these courses.

5. CPC Public Comments:

None

6. Action Items:

- **Discrimination and Harassment Procedures/Forms & Definitions:** These policies and procedures only apply to employees of the district. Students are protected under Title IV which is in the student code of conduct. These definitions have been distributed to each of the constituent groups for review.

Larry Harris expressed his concerns regarding this document. He feels that there are no definitions clearly defined in this document which should concern any administrator, faculty, and staff. The language in the document is very vague and may infringe on first amendment rights, and academic freedom and open dialog with students.

Alex Lopez- This document looks like pieces of law pieced together. There is some language in this document that does not flow right and is very choppy. This document seems to lower the standard of probable cause. Because the campus receives federal funding this document should be parallel with Title IV the same standards that students are held to. We want to make sure that this document is a good document before it goes forward.

Romero Jalomo asked if the district's legal counsel has reviewed the document.

Tammeil Gilkerson- SJCC College Planning Council feel this document is not ready to move forward.

Greg Nelson- Move not to approve the current action as is presented, 2nd Romero Jalomo

In Favor- Unanimous

7. Information Items:

- **Accreditation Update & Celebration:** Tammeil Gilkerson- Congratulations to San Jose City College we are completely reaffirmed in our accreditation. The campus still has one recommendation and that is to continue the work of SLO's, this is an on-going item. EVC also went from being on warning to fully reaffirmed. There is a mid-term accreditation report that the campus is working on right now and is due in October.

There will be a barbeque celebration on March 19, 2013 for the campus community. Also scheduled at 2:00 p.m. there will be a picture taken of all the staff and campus community.

Larry Harris- the Broadcasting program has been asked to DJ this event.

Mike Casas- Dr. Kavalier also invited the students to attend the event. The AS will be working on flyers and will work with the Business Services office to release some funds for the barbeque.

- **Campus Pay Phones:** Greg Nelson-This item was brought up to the Facilities committee about 3 weeks ago regarding the removal of the pay phones last spring. The pay phones were removed due to the cost of the pay phones. It is a recommendation from the

Facilities committee to the CPC to the installation of courtesy phones for the students at various locations through-out the campus. The campus already has extra VOIP phones on hand as well as courtesy phone white signs. These phones will be installed in areas where staff is present so that they can be monitored. We also have to be considerate of the infrastructure of the institution. All our phone lines are digital and on the voice over IP system.

Mike Casas- The students were not notified that the pay phones were going to be removed. The ASG would still like to have one campus pay phone on campus for students and they are willing to pay for the phones.

Greg- the main concern with the pay phone is the total cost of ownership. Who will be responsible for the maintenance and servicing of these pay phones once they are purchased? The courtesy phones are a good option; there is no cost to the district or to the students. There are 15 red emergency phones on campus that can be used after hours. The phones will be monitored by staff and there is the capability on limiting the phones to outside local calls only there will also be a time limit placed on these phones.

Tammeil recommends that Mike bring back this information regarding the courtesy phones to the Associated Students. If students have questions or comments they are welcome to attend the Facilities committee meeting.

- **Safety & Security Upgrades:**

- **Mass Notification System:** Greg Nelson-there are currently 15 red phone boxes on campus and they are in the process of getting renovated and being repainting to blue phone boxes. SJCC meet the mandates with our current voice over IP System. However, if the phone is turned down in the classroom then the faculty and class cannot hear the notification. There are also challenges in areas such as the LRC, cafeteria, football field, and in the Library where the phones are not loud enough for people to hear. There are two vendors the campus is looking into to for replacing the current emergency phones and pole phone type systems for mass notification system.

- **Security Cameras:** Greg Nelson-There is currently no cameras in place on campus. The map shows the areas where security cameras will be placed. There are no code requirements that the cameras must be monitored. If there is a crime Campus Police can go back and used the tapes as evidence. Campus Police will have access to view "hot spots". The plan is to move forward and work with the Facilities committee to phase in. The Administration will decide on what the phases will be done in and where. The reason for this will be to keep the integrity of campus security. These are very sophisticated where they can zoom in after a recording.

Larry Harris- Very impressed and this addresses the concerns of safety on campus.

- **Student Success Definition:** Romero Jalomo on behalf of the student success committee is sharing the student success definition. In comparison to the district's definition the college's definition is shorter and captures the focus on what we do here on a day to day basis.

Tammeil-Please share the student success definition with your constituent groups as this will be an action item at our next CPC meeting.

8. Participatory Governance Reports:

- **Campus Technology Committee:** No reports, committee has not met.

- **Diversity Advisory Committee:** No reports

- **Facilities Committee:** Greg Nelson- Facilities discussed the handouts of the three documents that show total cost of ownership of the college. This information was put into the accreditation report. Page one is the definitions, page two are the budget

assumptions and those numbers go into the text of the long packet. There is a half of a billion dollars in total cost of ownership over the next five years and includes repairs and upgrades. Greg will be presenting this total cost of ownership document at the National League of Innovations Conference in Dallas, TX the week of March 11th. The next meeting is on Monday, March 4, 2013 from 2:30-4:00 pm in CT101.

- **Finance Committee:** Takeo Kubo- They are wrapping up for the budget hearings on Friday, April 5, 2013. A reminder to the budget managers to schedule their hearing appointments with Corinne. The committee is finalizing the scoring rubric and the budget binders are being put together. The next meeting is Monday, March 11th at 3:30 pm in SC-204. Once the committee has completed with the process they will make their recommendations to the CPC.
- **Instructional Policies and Curriculum Committee:** Sue Hager-Linda Meyer is the Interim Chair of IPCC replacing Dorothy Puca and Marc Sola is back as Articulation Officer. The campus is caught up with all the courses that were in the cue for approval.
- **Student Success Committee:** Romero-No new report, next meeting is Thursday, March 7, 2013 at 2:30 pm in SC104
- **Safety Committee:** Greg- Met on Wednesday on February 27th no one showed up. There are some issues with membership and the current charge is old and needs to be updated to request new members. The committee meets every 2nd and 4th Wednesday of the month from 10:00-11:00 am in SC204.

9. Other:

- **ASB Reports:** Mike Casas- the AS will be going to the March in March in Sacramento on Monday, March 4, 2013. AS approved the language and ballot for vote for the ECO pass. They are currently working with ITSS for online voting to the students. There will be a \$10.00 mandatory fee for students for the ECO pass. EVC will be doing the same vote for their students. If the students vote in favor the AS will bring it to CPC and the district board for approval in April to be in effect in the fall semester.

10. Announcements: Greg Nelson- on March 22, 2013 the main gym will be closed until the middle of June.

Tammeil Gilkerson- Lady Jags won in overtime 69-66 against Laney College and the Men beat DeAnza 91-94. They will be in the playoffs this weekend. Lady Jags will in Santa Rosa at 5:30 pm and the men are playing San Francisco College at 7:00 pm.

The correct date for the employee recognition awards is Wednesday, April 17, 2013. There will be awards given for longevity, distinguished employee awards, and retiree recognitions.

Mike Casas-this week the AS held events for the Black History month celebrations and there were performers who performed for the campus community and we look forward to next month's events.

Meeting Adjournment:

– Motion to adjourn meeting at 10:33 a.m.