

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

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Dr. Elaine Burns Sean Abel Joe Andrade Duncan Graham	AS-Pat Space AS-Javier Chapa FA-Marc Sola	CSEA-Sue Hager CSEA-Bruce Geer CSEA-Deanna Herrera CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Roland Bough

- **Absent Members:** Padma Manian, Charles Heimler, Laura Garcia
- **Committee Proxy:**
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Vice President Duncan Graham

1. Welcome and Introductions:

VP Duncan Graham Introduced and welcomed the new Dean of Math and Science Jaime Alonzo to the committee.

2. Adoption of the Agenda:

Heidi Hoffman Motion to approve agenda

Motion Passes

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

Roland Bough Motion to approve minutes with corrections

Motion Passes

4. Public Comments:

None

5. CPC Public Comments:

Andrew Phelps-The School needs to adapt to social concerns with regards to stereo types and we need to understand the world.

6. Discussion Items:

- Policies for creating and discontinuing standing committees: At the last meeting CPC members were asked to take back to their constituent groups the discussion of creating/discontinuing standing committees. Heidi received no feedback from anyone but the information was shared. Deanna had tried contacting Joseph King but hasn't touched base with him yet. The ASG has not put this on their agenda yet. Marc brought this up to the FA and they have read the first draft and had some comments but nothing to change.
- Sue thought it would be good to follow the same process as used when combining the Facilities and Safety committees.

7. Information Items:

- **Educational Master Plan Update:** Seher Awan-The Facilities committee had approved a request that the CPC committee ask the president to re-examine the Educational Master Plan. The Educational Master Plan updates are done every 3-5 years. We are scheduled to complete this next year but because of all the events happening in regards to the Facilities Master Plan and bond spending the Facilities committee thought it wise to start reviewing it early. The Facilities Committee would evaluate current environmental plan and if the Facilities Master Plan needs to change that would be the next step.
Duncan-The Educational Master Plan is usually tied into the Strategic Master Plan and examines assessment and evaluation of our demographics. CPC committee members are to bring this information item to their constituent group to get feedback if this Educational Master Plan be updated a year early. This item will be placed as an action item at the next CPC meeting.
- **Tree Removal on Campus:** Seher Awan- the Facilities committee approved the removal of about 60 trees on campus for safety and health reasons. The campus is in the process of doing landscape plan that is part of the site and improvement plan. There was an in depth report from an Arborist who made recommendations to the committee based on health and safety reasons. There is also an environmental impact report that obligates the campus to replace each tree removed with two new ones. This process will begin soon since it has already been approved at the Facilities committee. The Facilities committee has also requested discussion of a second round of tree removal.
- **Drop Box:** Duncan- Drop Box has been set up and you will receive an email request you have to open the email and follow the directions to access.
- **Accreditation Update:** Duncan will be sending out an email invitation to faculty and staff looking for co-chairs for each of the four accreditation standards. We are looking to have and administrator, classified staff and faculty to serve as co-chairs with a job description of the responsibilities and duties. Our accreditation self- study report is due fall of 2016.
- The next accreditation update is regarding our current standing with the ACCJC. We have received notice that the college is fully affirmed with one exception of standard III A 1C that we are not in compliance and we have a deadline of March 31, 2014 to be in compliance with this standard. This means that the assessments of SLO's must be included in faculty evaluations. The Chancellor and Vice Chancellor will be meeting with the Faculty Association leadership to discuss this issue. It was very clear from ACCJC that if this is not corrected then the college will go on sanction. The college has two years to correct this from the time the visiting team reported this which was in 2010.
Marc Sola requested clarification that the writing of SLO's and the doing of SLO evaluations must be included in faculty evaluations.
- **Milpitas High School Update:** SJCC is working with the Unified Milpitas High School District to have a joint educational center in Milpitas. We have been offering four courses each year at the high school. This population is under served and is within our district most of the students attend Mission College. There was a poll administered to students and parents as to what they are looking for.

8. Action Items:

None

9. Comprehensive Committee Reports (10 minutes each)

- **Facilities Committee:** Seher Awan- reviewed the current charge for the Facilities committee, handouts were provided to members. The committee has made recommendations to reinstitute the M & O building in the master plan, extend visitor parking lot C, add design standards, which both of which have already happened. Some goals include electing a chair and a co-chair to the committee, approval of combining

Facilities and Safety committees. The Facilities committee is working on the landscaping plan. Planning will be placed on the next agenda so that the committee can look at what they wish to accomplish so they have more of a direction. Some challenges are committee vacancies, and having too many agenda items.

- **Safety Committee:** Seher Awan- reviewed the charge for the Safety committee, handouts were provided to members. The Challenge for this committee is meeting quorum and filling vacancies. They did approve the charge and limited public comments to two minutes. Business Services will pay for the AED box maintenance.

10. Campus Committee Reports:

- **Campus Technology Committee:** None
- **Diversity Committee:**
 - Next meeting on Monday, March 10, 2013 at 3:00 pm in SC-104. The committee supported the celebration of Black History Month and will be supporting the ASG and their campaign against sexual assault during the month of April. They will be introducing the student equity plan to be completed in October.
- **Finance Committee:**
 - The form for lottery fund allocation was sent to the Deans this week. The next meeting will be on Monday, March 10, 2013 at 3:00 pm in SC-204. The budget spreadsheet allocation requests are being submitted by the Vice President's and are due today. They will be included in the binders for the budget hearings which will be held on Friday, March 28th and the budget deliberations will be held the following week for 2 -3 days depending how much time is needed. The Finance committee is on track with its timeline.
- **Academic Senate Report:** No Report
 - Instructional Policies and Curriculum committee Update:
- **Strategic Planning Committee:**
 - The SPC met on March 6th and has finished the first stage of work and will be sending items to committees and various individuals on campus to find the base lines of the current KPI's and complete the work needed.
- **Student Success Committee:**
 - The committee met on March 6th and they are continuing to plan and finalize PDD-Student Symposium on March 17th and introduce the student equity plan and student success plan which are due by October 17th.
- **President/Vice President's Updates:**
 - The campus used to have IDEA grants and the Executive Team will be reformulating those as Innovation grants and bring them back to the campus. The president will be sending out notice to the campus to submit proposals in the spring and they will be funded in the fall semester.
 - The next board meeting will be held here at San Jose City College and the college will give an update of where we are.
- **Other:**
 - Dr. Burns: Next Wednesday at 2:00 PM we will be having a grand opening of the Veterans Resource Center. On April 4th from 8-2 is the Male Summit-African, Latino, Pacific Islander, but is open to all males. Breakfast and lunch will be served. There will be a panel of student speakers and alumni faculty, student and staff speaking. We will host high school students and community college students. This event will be held in the main gym. SJCC will not be hosting Kindercominata this semester. It will happen next spring at EVC and SJCC.
 - On March 10, 2014 at 1:00pm we'll be having the new employee welcome

- The Quarter Two report is completed and submitted to the board for approval and we are on track for the budget hearing process. The new campus website goes live next week on March 14, 2014.
- **ASG Reports:**
 - Roland Bough- The elections will be pushed back by a week because Roland will now be the ASG Director of Communication. Elections will be on March 17th & 18th.
 - Larry Harris & the ASG is working on Project CINCO which is an initiative to help homeless students on campus and have their needs met.
 - They will be producing a TV show at Create TV and will be on the monitors on campus.
 - Academic Senate has agreed to place two students on the senate as non- voting members.

11. Announcements:

- None

Meeting Adjournment:

Motion to adjourn meeting at 11:00 am

Motion Approved