

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 May 02, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel Elaine Burns Joe Andrade	AS-Pat Space AS-Javier Chapa AS-Vacant	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Cody MowBray

- **Absent Members:** Roland Bough, Marc Sola, Bruce Geer, Charles Heimler, Cody MowBray, Abidat Oshiobugie, Laura Garcia
- **Committee Proxy:** Charlene Lilie for Cody MowBray
- **Guests:** Vice Chancellor Carol Coen, Dean Kishan Vujjeni
- **Minutes:** Sandra Gonzalez

Call to Order:

1. Welcome and Introductions:

2. Adoption of the Agenda:

Duncan Graham proposed to move up the discussion item Transition from Adult Ed to Community College and Vice President Dr. Elaine Burns' reports to go first on the agenda because they both have to leave early.

**Sue Motion to Approve Agenda as Amended
 Motion Passes**

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

Heidi commented to the minute taker to add punctuation to make reading of the minutes more clear and smooth.

**Heidi Motion to Approve Minutes
 Motion Passes**

4. Public Comments:

- Kathryn Mathewson, a neighbor of San José City College, brought up some challenges that she sees with the process of the landscaping plan and the arborist report and how it's been done. Both reports fail to mention the biggest landscaping problem on campus, which is that the trees are not being pruned or planted properly. The logic in these reports is missing and not mentioned by either group. These trees are very valuable and have been growing here for years. They are not talking to the teachers and asking how can the landscape improve the classes and how can the college get ahead of the environmental land use with the classes. These kinds of things would help the campus.
- Michael Divinia, Math Faculty, would like to emphasize some of the issues Kathryn mentioned. He addressed his comments the CPC members specifically because the landscaping plan and arborist reports would come to this group for review and approval. The CPC has a responsibility to ensure that this issue and that the landscaping plan and the arborist reports are adequately studied and reviewed because this body could direct the facilities committee in certain ways. It can also send the arborist report back to the

facilities committee for further review. The arborist report and landscaping plan should develop a vision so that our campus is welcoming, inspiring, and beautiful. The process of reviewing and developing the arborist report and landscaping plan is flawed and inadequate. There are some specific things that could happen to improve the process:

1. The arborist report is on the SJCC college website but it is difficult to find. There should be a link on the homepage.
 2. There should be an open forum on campus with the arborist and the landscaping architect.
 3. The process should be slowed and open, more face to face communication.
 4. The Facilities committee should have a sub-committee or a taskforce to further review the arborist report and the landscape architect report.
- Leslie Rice invited her English 1A students to the CPC meeting. They are doing a report on public meetings. Leslie also mentioned that six of the trained peer tutors attended the National On-Course conference in Costa Mesa last weekend.

CPC Public Comments:

- Heidi Hoffman has been involved with tree removals on campus since 2010 when tree cutting on campus was going to be done. There are several reasons why the trees are in the condition that they are- it is lack of maintenance, care, and staff. It should be put upon the Facilities committee to recommend another grounds person or another arborist, maybe even both, to be hired to take care of our grounds. The trees provide wonderful esthetic and environmental value but where is the long range thought process in this. She is asking that the campus be notified either by email or in person so that the campus can give input. Classified and CSEA has not seen emails go out to them alerting them to this issue. Heidi is asking the committee to slow down with the tree removal process.
- Andrew Phelps will be hosting a forum on Tuesday, May 6, 2014 and invited the Dean of Intercultural/International Studies, Edmundo Norte, from DeAnza College to be the keynote speaker. He will be talking about creative ways that occur at DeAnza, such as resilience and community engagement. The theme is campus climate and how to improve on campus climate.
- Deanna Herrera would like to ask the CPC members to notify Sandra Gonzalez if they are going to be absent. If they have a proxy to please let Sandra and the committee chairs know ahead of time.
- Larry Harris would like to know since the issue of the tree removal keeps coming up how do we bring this to the surface and get the dialog that isn't happening.
- Charlene Lilie at the last Facilities Committee meeting on April 21, 2014 the landscaping architect was present but was unable to answer many of the questions because they were directed to the arborist who was not present at the meeting. Other people who attended the meeting had questions but were not answered because there were a lot of items on the agenda.
- Sue Hager would like to see a report from the President on whether or not our mission statement revision was accepted.

5. Discussion Items:

• **Transition from Adult Ed to Community College:**

Vice Chancellor Carol Coen: In the 1023-14 the governor of California stated that all the funding for Adult Education was going to be moved over to the community colleges. Both the adult education providers and the community colleges were unhappy that there was no planning or thought process in this change. The governor then funded a two year transition plan. This would be a planning process where adult education

learners can transition into community colleges. There is legislation (AB86) which will define how this planning process will take place within the two years. This would be based on Community College boundaries. SJECCD district decided to review the boundaries of the district and then identified all the K-12 districts that currently own adult education and began meeting to see how we can engage in the process. SJECCD has merged with West Valley Community College district and the five K-12 districts that own adult education and created a consortium, South Bay Consortium for Adult Education. The SBCA has been working with the timelines, guidelines, and compliance issues. Since this involves seven school districts, they have identified project leaders with different level of expertise to complete this planning process. The first reporting to the state is on July 31, another report is due on October 31, and the final draft is due on December 31, 2014. This has been presented to the Academic Senate, Faculty Association, and Classified Employees Association, and now with the College Planning Council. Dean Vujjeni will be going over the five program areas and the seven objectives of AB 86.

Dean Kishan Vujjeni reviewed the plan to improve the delivery of service in five areas:

- Elementary and secondary basic skills
- Offerings for immigrants-citizenship, ESL and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices

There are seven objectives to conduct data collection and planning to address the AB86 objectives:

- Evaluate current offerings
 - Assess current needs for adult education
 - Plan to integrate programs for seamless transitions
 - Address gaps in service
 - Accelerate success
 - Collaborate on professional development
 - Leverage Regional Structures
- **Technology Committee:** Vice President Graham spoke with former committee members and gained some insight of the prior committee. Some issues the CTC has were with committee composition and a lack of direction after Campus Works came in. The Academic Senate approved three committee members to serve on the CTC. We have contacted those faculty and Roland Bough to attend the first meeting this semester. Duncan will be contacting CSEA to seek classified membership.
 - **Ad-Hoc Committee for Reviewing Campus Committees:** An ad-hoc committee will be formed to review existing committees to determine if there are other committees that should be combined. Heidi Hoffman and Pat Space expressed an interest in serving on this committee.
 - **Project Cinco:** Larry Harris reported that the concept of Project Cinco would be to provide showers and food vouchers for 10 SJCC homeless students. The student government approved \$5500 for the food vouchers; however, it is questionable if these funds can be used for food. If it is not approved as an allowable expense then the ASG would raise the funds. Jose Salcedo from the mayor's office would support this once there is a pilot program up and running. Sean has concerns over the liability issues that this would bring, as mentioned at the last meeting, and asks that all the logistics get

sorted out before putting it back on the CPC agenda.

6. Information Items:

- **Educare & Early Childhood Education:** Eastside Union High School district is partnering with a non-profit Educare facility. The Educare facility would work with our Early Childhood Education faculty in developing a four year pipeline for high school students who are interested in ECE. The students would work in the facility and take courses at SJCC. The students can either receive their certificate to allow them to work in an ECE facility, or they can earn an AS degree with a pathway to transfer to a four year degree. This will begin with freshman entering in the fall of 2015.
- **ISSG Update:** This is a group at the district level and working and planning projects to be completed at the district and campus levels. One of the plans is working on wireless infrastructure for wireless at the campuses. There is a Moodle upgrade that is scheduled.
- **Hiring Priorities:** At the next Academic Senate meeting the AS will review the criteria for the hiring of faculty. We want to establish clear priorities early in the fall.
- **Accreditation Update:** We are moving forward with a tri chair model. Each accreditation standard will be led by the tri chair model which will include an administrator, faculty, and a classified employee. This will begin in the fall semester. The AOT will be developing a timeline with benchmarks that need to be met.

7. Action Items:

- 2014-15 Budget Allocations:
Sean Abel- Motion to accept the Finance Committee's budget allocations and forward this allocation as a recommendation to the president.
Motion Passes
- Facilities/Safety Committee Draft Charge:
Sean Abel- Motion to accept version #3 of the combined Safety and Facilities committee charge and recommend that the president accept the final version of the charge as the new and final charge for this new combined committee.
After discussion from CPC committee concerning membership Sean Abel modified his original motion to include the changes made to the memberships:
2 faculty members appointed by Academic Senate and 1 faculty member will be the College Director of Health Services
2 Administrators appointed by MSCC and 1 Administrator the College Facilities Manager (or Campus Designee)
Motion Passes

8. Comprehensive Committee Reports (10 minutes each)

- **Diversity Committee:** Dr. Burns- the last meeting was on Monday, April 28th. The committee is working on assisting with the student equity report that is due November 2014. The committee is working on an events calendar which will show all the events in advance. With advanced notice events can be announced in a timely manner. The committee will bring back the "Diverse City" newsletter. The format will now be on-line and will be done only once a semester. The DAC committee will continue to support the heritage months with monetary support and will also help the cultural pre-commencement. DAC will also help support Safe Zone and is looking to having at least one neutral gender restroom on campus. The male summit was a success. The DAC committee is also working on completing the self-evaluation form for the Strategic Planning Committee. There will be a Kinder Kaminata in spring 2015. Dr. Burns will be

working with Sherman Oaks on having a Career Exploration day which will be for 4th, 5th, or 6th graders. Some challenges of the committee are continued membership.

- **Facilities Committee:** The committee is in the process of updating the landscape master plan. There will be more discussion on this at the Facilities meeting on Monday, May 5, 2014. The committee completed their self-evaluation form for the Strategic Planning committee.
- **Safety Committee:** No Report

9. Campus Committee Reports:

- **Academic Senate:** No Report
- **Finance Committee:** The committee met on Monday, April 28, 2014 and completed the self-evaluation for the Strategic Planning Committee
- **Strategic Planning Committee:** The SPC is anticipating receiving all the self-evaluation forms from the standing committees as well as completing their own evaluation. The committee will continue to gather data for the key performance indicators. There have been difficulties with getting some of the data from the DO.
- **Student Success Committee:** The committee is working on the student success plan which is due to the state in October. The committee is working on completing the self-evaluation form for Strategic Planning committee. The committee is working with EVC to split the cost of purchasing software called Adaptive Courseware. Adaptive Courseware allows the campus to customize orientations in-person and online. May 3, 2014 is super Saturday and over 200 students have RSVP'd. Student Success committee has also been working on the summer bridge program.
- **President/Vice President's Updates:** Dr. Breland- On May 1st the California community college Office launched the pathways to law school initiative. Dr. Breland thanked all those at SJCC who were involved with getting SJCC as one of the inaugural institutions. Dr. Breland also thanked those involved who participated in the scholarship ceremony on May 1st. There were 49 students who were awarded scholarships. On Wednesday, April 30th we held our second annual Employee Recognition Ceremony. Dr. Breland also discussed the concerns regarding the tree removals from an administrative perspective. The trees that are scheduled to be removed are in the wrong place and are destroying the campus structures such as water lines, electric lines and campus infrastructure. The professional reports from the arborist state that these trees will continue to do damage. There are other trees that need to be removed because they pose a danger to the campus with the risk of falling or falling limbs. These trees are dead and must be removed as they pose a safety issue to the campus.
Duncan Graham: The VPAA's office will be working on getting a master calendar with all events and deadline dates listed. We will be asking for input from faculty and departments to add to the calendar.

10. Other:

- **ASG Reports:**
 - Larry Harris: ASG elections occurred last week.
 - Andrew Phelps: With the new AS President coming on board the AS discussed having a more robust way of community engagement.

11. Announcements:

- Alva Long: Hall of Excellence Ceremony will be next Wednesday, May 8, 2014 at 5:00 pm in the campus cafeteria.

Meeting Adjournment:

Motion to adjourn meeting at 11:10 am

Motion Approved