

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 November 15, 2013

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Sean Abel	AS-Javier Chapa AS-Charles Heimler AS-Padma Manian FA-Marc Sola	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Laura Garcia CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Roland Bough Abidat Oshiobugie

- **Absent Members:** Dr. Elaine Burns, Pat Space, Duncan Graham, Alva Long,
- **Committee Proxy:** Corinne Salazar proxy for Heidi Hoffman, Charlene Lillie proxy for Abidat Oshiobugie
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by committee co-chair Deanna Herrera at 9:04 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Sean Abel Motion to Approve Agenda

Motion Passes

3. Approval of November 01, 2013 CPC Minutes/Suggestions:

Sue Hager Motion to Approve Minutes with minor corrections

Motion Passes

4. Public Comments:

None

5. CPC Public Comments:

- Sean Abel: The Psychology degree for transfer has been approved by the state
- Andrew Phelps: The ongoing discussion under respect is very important

6. Action Items:

- **Comprehension Standing Committee Report Criteria Template:**

Sean Abel Motion to approve template

Discussion to change reporting from Instructional Policies & Curriculum to Academic Senate

Motion Passes

- **Payphones Location:** The Facilities committee at the May 18, 2013 meeting approved the location of the payphones by the library. This location is close to the student drop off and pick up are.

Charlene Lillie Motion to approve the payphone location

Discussion came up with regard to how the payphone will be paid. It is concern of the ASG that this is a safety issue and after the first year commitment from the Student Government the cost should be picked up by the college.

Deanna spoke on behalf of Seher Awan stating that Seher is in support of the payphones but the cost should be the ASG's responsibility to fund.

Charlene amends her motion to accept the Facilities Committee recommendation to the payphone location to be outside of the Cesar Chavez Library.

Motion Passes

- **CPC Charge: Chair Voting Member:**

Sean Motions to move to add language to the charge that the active chair votes only in the case of a tie and that co-chair votes as a regular committee member

Motion Passes

7. Information Items:

- **CPC Charge: Chair Voting Member:** Currently there is no language about the chair having voting rights as a member.

Larry Harris: It is usually protocol that the chair doesn't vote

Sean: Proposed that we have language in the charge that the active chair does not vote but only in cases of a tie and that the co-chair votes as an active member of the CPC.

Roland Bough: Motions to move CPC Chair voting member as an action item at today's meeting

Motion Passes

- **Combining Safety & Facilities Committee:** Dr. Breland brought this up at the last CPC meeting that some of the issues in the Safety and Facilities committee are redundant and we need to look at our committee structure here at the college and the first step is to combine both of these committees. It was discussed at the last meeting that this agenda item was going to be vetted through both the facilities and safety committee and get their feedback on this issue.

Corinne Salazar: This was discussed at the meeting but was not an agenda item and some members of the safety committee were concerned about combining both committees

Charles Heimler: He did discuss this with the faculty members on both these committees and they didn't think this was a good idea. They feel there is enough work for both of these committees to be doing. However, Charles supports the idea of combining these two committees.

Roland Bough would like to take this back to the ASG for their support and discussion

Sean Abel moves this information item to an action item to the December 6th CPC meeting.

Motion Passes

- **Standing Report from President/Vice Presidents:** This item was placed on the agenda by Vice President Duncan Graham. The idea is to add a place where either the President or the Vice Presidents can give the CPC college updates where members can take back to their constituency groups.

Sean Abel Move to action item at the December 6th CPC meeting

Discussion: Charles Heimler brought up whether or not the information would be in writing or would it be as an oral report and Dr. Breland said that this can be something that is written with a few bullet points of highlights.

Some members preferred that the report be done orally and if the member was present so that if there were questions that individual would have an opportunity to answer.

It was also mentioned to change agenda item number 8 from Standing Committee Updates to Standing Updates and this would include the President and Vice President's Updates.

Motion Passes

- **Civility Statement Support:** Sue Hager: The Board of Trustees approved the District Civility Statement at their October 8, 2013 meeting. Sue has been working with the Civility taskforce for a year and members of this taskforce include members from all of the constituency groups from EVC, SJCC and the District Office. The taskforce is now asking for support from all committees on the campus it is a reminder that everyone is treated with respect and has value and that we treat each other civilly. There have been occasions where people were treated uncivil. It is in the catalog and now we're hoping to get support from CPC and other campus committees showing that we are a civil campus.

Discussion: Andrew Phelps feels that this is a positive move for the campus and is a good starting place there have been times where he has been treated uncivil at previous CPC meetings.

Padma Manian feels that we have enough mechanisms on campus and at the District such as the Diversity Office headed by Sam Ho. She is concerned that then faculty would be forced to place this statement onto her course syllabus. As adults in a college setting we should not have to be told how to be civil and does not support this.

Charles Heimler stated that we are all adults and we all know the boundaries and doesn't know how this came on board. He does not think that a slogan on a piece of paper would work and is an empty gesture. You cannot impose on faculty to place this on their course syllabus this is an infringement of academic freedom. Charles recommends that this committee received the civility statement and agree with its content and leave it at that.

Sue Hager stated that over the past year all this discussion has already been taken place at the committee and this taskforce is well represented by each constituent group. The civility taskforce is not asking to support this to create a policy just to set a tone at all standing committees. This discussion was well vetted and the board approved it and it is note based on any policies.

Charles Heimler: This intent is noble and is a reminder and should be kept as a reminder and should not go further than that.

Roland Bough made a motion to move this to an action as a resolution at our next meeting

Motion Passes

- **Mission Statement (ASG):** Larry Harris: At the last ASG meeting they discussed the mission statement and the students were concerned that the term "social justice" was removed from the mission statement. The ASG created an Ad Hoc committee to discuss this and they all agreed that they like the revised mission statement and they request that the term social justice be inserted back into the mission statement.

Javier questioned why this topic of the Mission Statement is being brought back up because this issue was already discussed and there was a motion and it was voted on and passed. There was ample time before the vote to take back to your constituent groups.

Roland Bough stated that there was an error at the ASG meeting and this item was removed from the ASG agenda and he was absent at the subsequent meeting to discuss this and the ASG meet after the CPC voted.

Co-Chair Deanna Herrera postponed this topic until the next CPC meeting on December 6, 2013.

8. Campus Committee Reports:

- **Campus Technology Committee:** Per Dr. Breland this committee is in the process of being formed and Clem Lundie will be the committee chair.
- **Diversity Advisory Committee:** Lisa Brillon-The last meeting held on November 7th Sam Ho passed out the revised EEO and diversity plan and that this needs to be reviewed every three years and explained the 16 components that are in the plan. A copy will be sent out via email after it is updated. Dr. Burns wanted to mention that there is discussion regarding the name of the Male Summit and whether or not the title should be changed and if they should include women. All clubs need to start advertising sooner when they are planning events for the future for the community and not to wait until the last minute. The next meeting will be on Thursday, December 5, 2013 from 1-2 pm.
- **Facilities Committee:** Corinne Salazar-Update on the action items that were voted on at the last meeting design standards was voted on and approved, the pilot program for the safety camera was voted on and approved, the MNO building be put back on to the facilities master plan it was amended that an investigation through this council to the president. The security master plan was also voted on at the last meeting and signage theme. The selection of a chair was deferred until the next meeting.
- **Finance Committee:** Sandra Gonzalez-The next meeting will be on Monday, November 25 from 3-4:30 pm at this meeting the committee will be reviewing the equipment requests that were sent by the departments the Deans and Vice Presidents these are for the 2013-14 funds. The committee is requesting two faculty representatives to serve on this committee. Takeo has contacted the Academic Senate President for this request.
- **Student Success Committee:** Xiomara Martinez-The last meeting was on November 7th and at this meeting they discussed the president's plan for student success. Today we are hosting a principles breakfast where the principles, faculty from the high school will come together to meet with SJCC counselors, faculty and administrators to discuss the high school to college transition for students and aligning our curriculum with the high schools. The committee is also looking at outreach and getting more of the campus involved and looking at purchasing banners and creating videos with faculty, staff and students and asking them what student success means to them. The committee is also planning for the student success symposium in the spring. The next meeting is November 21, 2013 at 12:30 pm.
- **Safety Committee:** Corinne Salazar- There was one action item at the last meeting which was the pilot program for the safety cameras and that was approved. There was one discussion item regarding OSHA concerns of pictures student, Gary Mountain, took and safety concerns. These pictures were shared with the construction company and they are working on writing a summary report to give back to the student.
- **Strategic Planning Committee:** Sean Abel- The SPC is in the process of reconvening and is receiving names from Academic Senate of faculty representatives and classified representatives. The first meeting will be held on Thursday, December 12, 2013 from 3-4:30 pm the location TBD. Next semester the meetings will be held on the 1st and 3rd Thursdays.
- **Academic Senate Report:** The Academic Senate committee is preparing a faculty hiring priority list this will be used by the college president to determine what faculty positions we will hire they are given the opportunity to hire new faculty. IPCC is coming forward at our next meeting with a program development process and a formal program discontinuance policy.

9. Other:

- **ASG Reports:**

Larry Harris: the ASG passed the Thanksgiving budget and it will be held on November 27th at 5:00 pm in the Community Room. The ASG has approved for the students to attend a conference in Louisiana.

10. Announcements:

Andrew Phelps: A lot of effort is being done to have the conversation to improve the deep problems of respect.

Sean Abel: Would like to commend Deanna Herrera for co-chairing her first CPC meeting.

Meeting Adjournment:

Motion to adjourn meeting at 10:56 am

Motion Passes