

San José City College
 Planning Council
 Location: SC-204

9:00-11:00 a.m. Minutes
 February 21, 2014

Members Present:

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

- **Absent Members:** Elaine Burns, Joe Andrade, Alva Long, Javier Chapa, Abidat Oshiobugie
- **Committee Proxy:** Charlene Lilie (for Oshiobugie)
- **Minutes:** Sue Hager for Sandra Gonzalez

Call to Order:

Meeting called to order by committee chair Duncan Graham at 9:05 am

1. **Welcome and Introductions:** No introductions

2. **Adoption of the Agenda:**
 Space/Motioned to Approve Agenda
Motion Passes

3. **Approval of February 7, 2014 CPC Minutes/Suggestions:**
 Abel/Motioned to Approve Minutes
Motion Passes

- Sue Hager stated that she was opposed to recording personal comments in CPC minutes. She then asked that the first two sentences of 5. CPC Public Comments is stricken from the minutes. She cited that the comments were irrelevant to committee business and perhaps not endorsed by one of the people mentioned in the comments.
- Larry Harris questioned whether statements made in public meetings could be removed
- Sean Abel stated that minutes did not need to reflect every detail and comments regarding others could be considered libelous if printed in minutes without prior approval.
- Charlene Lilie felt that the comment regarding the FBI was relevant with respect to the surveillance cameras proposed for the college.
- **Sean asked to withdraw his original motion**

Abel/Motioned to Approve Minutes as Edited

Motion Passes
 The committee voted 5-3 to strike the first two sentences from item 5. CPC Public Comments

4. **Public Comments:** None

5. **CPC Public Comments:**

- Sue Hager asked that members make more effort to arrive by 9:00. Also, to come prepared by reading minutes prior to meeting so we can get on to business quicker.
- Larry Harris commented that he did not see the minutes posted this week and had not received them via email. Larry was reassured that an item on creating and eliminating committee process was on today's agenda. Marc said that his comments at the time were part of general discussion about two committee's merging.
- Andrew Phelps expressed his disappointment that his comments were removed from the Feb. 7, 2014 minutes by action today. He also mentioned that Representative Eschoo would

be speaking after this meeting in T415 and she is being sponsored by American Association of University Women.

6. Discussion Items:

- **Review Draft Charge of Safety & Facilities Committee:** Members were provided hard copies of the proposed Safety & Facilities committee charge. Duncan explained that this draft was created after approval by CPC to merge the two committees. Duncan thanked Seher Awan, chair of Facilities Committee, for creating this draft. Larry and Charlene stated that they had not received the charge. Larry did not feel this was appropriate as CPC is a Brown Act committee. Sean stated and insisted that CPC was not a Brown Act committee. Larry challenged this information and said that he would produce documentation of such at the next meeting. Members then discussed possible ways to ensure students received important CPC information, such as agendas and meeting attachments. Several suggestions were made, including asking the Advisor present to them at ASG meetings or having the ASG President forward from the ASG group email. CPC agreed that *Dropbox* would be useful for communications and for attachments too large for email. VP Graham will create one for the committee. Due to problems receiving the merged Safety & Facilities charge the committee agreed that action would not be scheduled until the March 21st meeting so students had appropriate time for discussion. Respective groups agreed to share the charge with their constituencies prior to that meeting.
- **Policies for Creating and Discontinuing Standing Committees:** Duncan Graham explained that questions of process have come up since the Safety and Facilities Committee merge. He asked that CPC members consider whether we want to develop a policy or procedure. Charles Heimler questioned how committees have been developed in the past and felt it was important to seek insight from those who might have some past experience. Sean said that at his last college committees were formed out of need but there was never any formal process. Charles also mentioned that Joseph King had successfully assisted in the formation of the Strategic Planning Committee a couple of years ago and might be a good resource. Consensus of CPC was to invite Joseph to a future meeting. Seher Awan suggested that we are already following a default process if we look at what has occurred with the merging of these two committees. We have followed an approval process including first identifying a need, review by constituency groups and final vote by CPC. She asked that we consider this same process for creating new, discontinuing, and merging committees in the future. President Breland and Seher both stated that it is very important to approve the charge in the next few weeks to give constituency groups a chance to reappoint members and get their schedules in order.

7. Information Items: None

8. Action Items:

- **Design Standard for FF & E:** Seher reminded CPC members that the construction design standards for fixtures, furniture, and equipment (FF & E) will be a living document and will change as the College and industry standards change. Seher noted that EVC is also being asked to accept the same design standards. It is hoped that CPC recommends accepting these standards and that the President forwards his approval to District Council. The committee discussed pros, including the benefits of buying in bulk and reduced labor costs. Seher was able to clarify a number of other questions for members.

Abel /Motioned to accept the proposed design standards for FF & E for future building

Motion Passes

9. Comprehensive Committee Reports

- **Finance Committee:** Seher Awan reported on the Finance Committee (FC) for FC chair, Takeo Kubo, who was unable to attend the meeting. Seher shared documents including a PowerPoint presentation outlining 2013-14 activities. She explained that the resource allocation template had been revised by the FC earlier in the year and also detailed the timeline for the upcoming annual budget hearings on March 28th. Seher explained that the hearings timeline allowed time for deliberations by the committee and reporting back to the community, including recommendations to CPC.

Among accomplishments and challenges for the year:

Accomplishments:

Charge: Seher read the committee charge as requested by members. She noted that the revised charge included language to ensure that members remain on the FC for one full academic year as continuity through the budget process is important.

Annual Goals: The FC goals ensure that allocation of equipment funds are based on Program Review (PR), that resource allocation aligns with PR and the strategic plan, allows for feedback on the committee's final recommendations, informs constituents and adheres to established timelines to ensure compliance, uses a revised and approved rubric for evaluation, reviews requests and prioritizes budget recommendations for submission for CPC approval (ex. Bond fund requests for equipment and other materials, annual budget hearing for operating budget allocation), and posts FC agendas and minutes for the campus community in a timely manner.

Challenges:

Membership: Seher stated that the FC is still trying to recruit members in time to prepare them for the upcoming budget hearings on March 28th. The FC currently has only one faculty serving on the committee, no students, and is in need of one manager.

Training: Once the committee fills its roster the new participants will have to be well-trained on the resource allocation process prior to the budget hearings.

- **Campus Technology Committee:** This committee is currently not active so there was no report. Several CPC members expressed urgency in revitalizing this committee so that decision-making is well vetted through constituency groups.

10. Standing Committee Updates

- **Diversity Committee:** No report
- **Facilities:** Seher reported that at the last meeting there had been the usual healthy discussions on various facilities matters.
- **Academic Senate:** Charles announced for those unaware that Fabio Gonzalez is now the Academic Senate (AS) president and that a new VP will be voted on at the next meeting. Currently, AS is busy appointing faculty to screening committees to fill five approved faculty openings. Charles also mentioned that it continues to be a challenge to fill vacancies on standing committees but announcements are being sent frequently.
- **IPCC:** Sue reported that due to hard work by faculty the last two courses have been received to fulfill the College goal of 100% SLOs in courses.
- **Safety Committee:** Seher announced that since the resignation of the District Police Chief the committee will have this advisory position vacancy. She assumes the advisory duties will be filled by an acting chief.
- **Strategic Planning Committee (SPC):** Sean reported that members are currently

aligning Key Performance Indicators (KPIs) with accreditation standards. The goal of SPC is to add detail to the existing strategic plan as we move forward. He mentioned that three members of SPC were also CPC members and the committee was still pursuing student participation.

- **Student Success Committee:** No report
- **President and Vice President's Updates:**

President: President Breland announced that although the College received full affirmation from the ACCJC based on the midterm report there was one outstanding recommendation. The recommendation requires the College to include SLO assessment in evaluations. Dr. Breland stated that the College is currently trying to determine whether the ACCJC expects completed negotiations or whether a process just needs to be in place to ensure SLO assessment in evaluations. The response is due by March 31st.

Secondly, President Breland commented that he has not found evidence that the committee is meeting responsibilities outlined in their charge which includes overseeing all aspects of accreditation and the college planning process. He hoped that CPC would begin to channel energies toward these responsibilities or reappoint them to another committee(s).

Vice President: Duncan Graham noted that work was now underway forming teams to address the four accreditation standards for the 2016 Comprehensive Report. A three-chair model, including a manager/classified and faculty, was being sought, with 6-8 additional representatives to allow for broad participation. These teams will be reviewing past reports, researching how the College meets each standard, and collecting evidence for eventual writing by the co-chairs. A group was being sent to an upcoming ACCJC training session on March 21st at EVC.

Duncan reported on work with SJ Unified School District toward allowing dual enrollment (credit for college and high school) coursework. He noted that SJCC was working with Workforce Institute in merging current high school adult education with the College and that SJCC was establishing itself as a lead and in the process of obtaining a two-year planning grant to combine high school apprenticeship programs with the community college. Duncan explained that he attended a Patient Navigator workshop of which the College has the begun building courses. He said the biggest hurdle at this point is that a patient navigator is not a recognized job so good market data is not available. SJCC must determine if this would be a sustainable program to continue pursuing.

Finally, Duncan reported to CPC that the newly hired Dean of Math and Sciences would begin on March 3rd.

Seher Awan told SPC that the 2nd quarter report was finished and was being vetted through the District Budget Committee before presentation to the Board. She also reported that work on the College website was progressing well and website is going live in eleven days.

11. Other:

- **ASG Reports:** Larry reported that ASG held its Welcome Week, and offered food, which is always a success, held a very successful club rush, and were currently in the process of looking at a way to help homeless on campus. Roland Bough told members of an event he participated in selling Valentine roses, that also included a food giveaway, and which was also very successful. Money collected from the rose sale is going to aid victims of the typhoon in the Philippines. Roland mentioned that although there are currently no details the ASG is planning a March Monte Carlo night.

12. Announcements:

- Sean Abel announced a concert is being held at Diablo Valley College this weekend with proceeds going toward a local high school music program. Anyone interested can contact him for details.
- Dr. Breland reported on an event sponsored by the District foundation for prospective donors called, "Be Our Valentine." Though the event successfully raised enough money to fund this year's Bridges to the Future much more was needed for our students. He encouraged college members to donate next time a fund-raiser was held as more local support of the Foundation would encourage outside big money donations from large companies in the community, such as Apple. He stressed that the Foundation has received a clean audit and accounting affairs are in order which should encourage more donations.
- Duncan announced the March 12th ribbon-cutting ceremony for the new Veterans Center.

Meeting Adjournment:

Motion to adjourn meeting at 10:30 am

Motion Passes

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