

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 May 16, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel Dr. Elaine Burns	AS-Pat Space AS-Javier Chapa AS-Fabio Gonzalez AS-Vacant FA-Marc Sola	CSEA-Sue Hager CSEA-Bruce Geer CSEA-Deanna Herrera CSEA-Heidi Hoffman CSEA-Laura Garcia	Larry Harris Andrew Phelps Charlene Lilie

- **Absent Members:** Joe Andrade, Cody MowBray
- **Committee Proxy:** Michael Divinia proxy for Fabio Gonzalez, Linda Jimenez proxy for Heidi Hoffman, Sandra Gonzalez proxy for Laura Garcia
- **Guests:** Seher Awan
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Committee Chair Duncan Graham 9:03 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Larry Harris motion to add Project Cinco as an action item on the May 16th agenda

Motion Fails

Larry Harris motion to add Project Cinco as an information item to the May 16th agenda

Motion Approved

Duncan Graham motion to move the self-evaluation from discussion items to action item

Motion Approved

Sue Hager motion to approve amended agenda

Motion Approved

3. Approval of May 02, 2014 CPC Minutes/Suggestions:

Sue Hager motion to approve minutes from May 2, 2014

Motion Approved

4. Public Comments:

- Seher Awan: Would encourage all subcommittees reporting to CPC to make student success as a priority in their goals and agendas, and set opinions and personal agendas and personal interests aside. As we move forward with goal setting and accreditation all committees should focus on student success. When personal interests are brought in this really hinders the committee process and responsibilities of what the college is doing.

5. CPC Public Comments:

- Pat Space: Pat is concerned with the function of the Ad-hoc committee and if it's only being limited to reviewing committees to combine. She feels the function of the ad-hoc committee should be broader because there are many things that can be done to get the campus committees organized. At the last CPC meeting Heidi Hoffman also mentioned she wants to be part of the ad-hoc committee.

- Deanna Herrera stated when the concept was brought up for an ad-hoc committee it was meant to review the combining of committees but feels that Pats brainstorming ideas can be added to the duties and responsibilities of the ad-hoc committee.
- Michael Divinia stated that once the ad-hoc committee is formalized a chair should be appointed and membership should be specified.
- Andrew Phelps brought up two items that he has been actively advocating which is community engagement and compassionate advocacy on campus. Last week a meeting was held with the Dean of Intra cultural studies from DeAnza College as a guest and the discussions on innovative ways of getting deeply involved with compassionate advocacy. About 10 years ago Andrew was involved with the coalition for justice and accountability with Sam Ho and on Monday, May 19th there will be a meeting at AACI, Asian Americans for Community Involvement, on Moorpark Ave. The San Jose Chief of Police will be the keynote speaker. Works such as this is community engagement; there are flyers in the student center.
- Michael Divinia understands that the arborist report and landscaping reports are forwarded to the CPC for recommendations by the facilities committee but would like to know what happens during the summer since today's meeting is the last until the fall semester.
- Deanna Herrera: If a member is going to be absent from a meeting please notify Sandra Gonzalez and let her know who your proxy will be. It is the committee members' responsibility to get the meeting materials to their proxy.

6. Discussion Items:

- SJCC Website space for current initiatives: Michael Divinia-There should be links on the homepage regarding current initiatives on campus such as: The Arborist report, Safe Zone, Adult Education Initiative, and 2+2+3 Pathways to Law. Currently, it is hard to locate any of these items on the home page.
Dr. Breland stated that the website was just launched and currently we don't have a PR or marketing person in place to do this work. All the work that has been completed has been done by Seher Awan. Seher had to comb through over 1000+ pages to post. We want all to know about the work that has been done and is in process; however, who will do the continued work? We do not have a full-time person to do any of this.

7. Information Items:

- End of the Year Events:
 - La Raza Commencement, Friday, May 16, 2014
 - Classified BBQ Tuesday, May 20, 2014
 - Imani Celebration before commencement, Thursday, May 22, 2014 at 4:00 PM
 - Commencement, Thursday, May 22, 2014
- **Project Cinco:** Larry Harris- At the last meeting Dean Sean Abel raised liability issues regarding students taking showers here. Dr. Breland also agreed that the school is at a higher degree of risk for liability for conducting activities outside of our insurance coverage. Dr. Breland suggests contacting other colleges around the country that might be running such programs as Project Cinco. City Team has offered to help with the intake process of homeless students. This is a project in process. The Associated students would like to move forward and add this as an action item for the next meeting, and move forward to the Academic Senate and to the President's office.

8. Action Items:

- **Self-Evaluation:** The committee as a group reviewed the committee charge's responsibilities and used those as the committee's goals. The committee completed the self-evaluation form together as a committee to submit to the Strategic Planning Council. The committee agreed to establish their goals for the 2014-15 academic years in the fall.

9. Campus Committee Reports:

- **Academic Senate:** No reports
- **Campus Technology Committee:** The CTC met on May 13th and they reviewed the charge and adjusting the membership. The committee will reconvene in the fall. There is a lack of communication with SJCC and the District Office Tech Committee.
- **Diversity Committee:** The committee completed the self-evaluation. They will be supporting the cultural pre-commencement activities. The committee is working on creating a drop down campus calendar on the web-site so that you can plan ahead for certain events happening around campus. DAC is working on a diversity newsletter online.
- **Facilities Committee:** There will be a forum on Monday, May 19, 2014 after the Facilities committee meeting. The forum will be going over safety topics about what the campus is doing for safety.
- **Finance Committee:** The committee meet on Monday, May 12, 2014 but did not have a quorum.
- **Safety Committee:** No report; the committee has not met.
- **Strategic Planning Committee:** The committee has been collecting data on the key performing indicators and establishing definitive base lines for those KPI's for the retreat and possibly doing a brief presentation at PDD. The SPC did have a recommendation for CPC, which would be to create policy or procedure for the interaction and work for standing committees to end duplication of effort and continual revisiting of items decided by the proper committee. The SPC did complete their self-evaluation and the committee noticed there is slow progress in receiving data for review for the retreat coming up and there is questions regarding accuracy from the data that was received.
- **Student Success Committee:** The committee completed their self-study evaluation and has developed their goals for next year.
- **President/Vice President's Updates:** Dr. Breland thanked everyone for all the work that they have done this year. There has been great dialog with this committee. Dr. Breland also commended Duncan for being chair of this committee and to Deanna for trying the co-chair model, and thanked Sandra from gathering all the meeting agenda's and meeting minutes.

The college will be gearing up for the next accreditation process and the self-study report.

Dr. Burns: The College will have the first college wide Summer Bridge program starting on June 16, 2014. We are recruiting students for the summer and they will be taking English, Reading, Writing and Math classes over the summer. Lunch and snacks will be provided; books have already been purchased for students to loan. There will also be bus tokens for the students.

Duncan Graham- Summer School will be ending Wednesday, July 23rd and not Thursday, July 24th due to the 4th of July holiday.

11. Other (2 minutes)

- **ASG Reports:**

- Alva Long: Acknowledged that he sees good cohesiveness and continuity in the college. 80% of the ASG members will be returning next semester.
- Charlene Lilie: Students passed a resolution asking that there be written documentation before trees are removed, and by what method they come down.

12. Announcements:

- Pat Space: The Academic Senate passed new by-laws and one of the by-laws is that the President of the Academic Senate be a permanent member of the CPC.

Meeting Adjournment:

Motion to adjourn meeting at 10:46 am

Motion Approved