

San José City College  
Planning Council  
Location: SC-204  
9:00-11:00 a.m. Minutes  
September 19, 2014

**Members Present:**

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel Dr. Elaine Burns	AS-Pat Space AS-Jesus Covarrubias AS-Michael Divinia	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Heidi Hoffman CSEA-Laura Garcia CSEA-Bruce Geer	Larry Harris Andrew Phelps

- **Absent Members:** Joe Andrade, Cody MowBray, Alva Long, Javier Chapa, Charlene Lilie
- **Committee Proxy:** Margaret Muench proxy for Jesus Covarrubias, Corinne Salazar proxy for Sue Hager
- **Minutes:** Sandra Gonzalez

**Call to Order:**

Meeting called to order by Committee Chair Duncan Graham 9:07 am

**1. Welcome and Introductions:**

**2. Adoption of the Agenda:**

Margaret Muench motion to approve agenda

**Motion Carries**

**3. Approval of September 5, 2014 CPC Minutes/Suggestions:**

Heidi Hoffman motion to approve meeting minutes with amendments

**Motion Carries**

**4. Public Comments:**

- None

**5. CPC Public Comments:**

- Andrew Phelps commented that he is very supportive of what his colleagues have been working on but today is a workday for him and will have to leave early.

**6. Action Items:**

➤ **Review Charge:**

Some committee members submitted their recommended changes to the CPC charge to Sandra, and Sandra put them together on one document.

- The committee started reviewing the charge from the beginning to make their changes. Since this committee is mostly a recommending body rather than a planning committee, one of the recommended changes was to remove the word "Planning" to the committee name and come up with something different.
  - Margaret Muench motions to postpone changing the name until the end of the meeting.

**Motion Carries**

- **Purpose:**
  - Sean Abel motions to accept new proposed language as written (in red) in second paragraph of charge on page 1.  
**Motion Fails**
  - Michael Divinia motions to only add the first sentence of revision and change “represented” to “fulfilled”.  
**Motion Carries**
- **Objective:**
  - Sean Abel motions to delete the objective from the charge.  
**Motion Carries**
- **Responsibilities:**
  - Sean Abel motions to strike the first bullet from CPC responsibilities.  
**Motion Carries**
  - Margaret Muench motions to strike the second bullet from CPC responsibilities.  
**Motion Carries**
  - Sean Abel motions to revise the third bullet to: review and make recommendations regarding:
    - The College’s Self-Evaluation
    - Educational Master Plan
    - Facilities Master Plan
    - Strategic Plan
    - Student Success Plan
    - Student Equity Plan**Motion Fails**
  - Sean Abel motions to: place Facilities, Strategic, and Student Success with the Accreditation Self-Evaluation and include an independent line with the Educational Master Plan.  
**Motion Fails**
  - Sean Abel motions to change language to: review and make recommendations regarding the integration and alignment of:
    - The College’s Self-Evaluation
    - Educational Master Plan
    - Facilities Master Plan
    - Strategic Plan
    - Student Success Plan
    - Student Equity Plan**Motion Passes**
  - Margaret Muench motions to change the last bullet to: To provide counsel in matters as requested by the President.  
**Motion Carries**
  - Margaret Muench motions to remove the last line on page 1.  
**Motion Carries**
- **Membership:**
  - Michael Divinia motions to change the last bullet to: 5 Students (appointed by the ASG).  
**Motion Carries**
  - Michael Divinia motions to accept new language as indicated on revised charge in blue font.  
**Motion Fails**

- Margaret Muench motions to revise the above membership to read 5 administrators (1 serving as the Vice President of Academic Affairs and 4 others appointed by the president).

**Motion Carries**

- Deanna Herrera motions to included Michael Divinia’s language to elect a co-chair at the first CPC meeting at the beginning of the each academic year.

**Motions Carries**

Margaret Muench motions to strike the language on page 2 beginning with “When involved in institutional planning”.

**Motion Carries**

- Seal Abel motions to accept all the new language regarding proxy and striking the last sentence, with the font not being capitalized and regular font size.

**Motion Carries**

- **Operations:**

- Michael Divinia motions to withdraw his recommendations on page 3 in blue and recommends accepting the language in red.

**Motion Carries**

- Larry Harris motions to approve accept changes on item #2 on page 4 to read public comments to 3 minutes instead of 2 minutes.

**Motion Carries**

- Michael Divinia motions to accept and approve his changes in blue font on item #4 on page 4.

**Motion Fails**

- Sean Abel motions to approve and accept changes in red and not in blue on item #4 on page 4.

**Motion Carries**

- Sean Abel motions to add language to item #4 on page 4 that the draft meeting minutes of the last meeting of the spring semester will be emailed to committee members at least 30 days after the last meeting, unless unforeseen circumstances arise.

**Motion Carries**

- Michael Divinia motions to approve item #5 on page 4 as is.

**Motion Carries**

- Margaret Muench motions to strike item #6 on page 4.

**Motion Carries**

- Michael Divinia motions to approve the change of name from the College Planning Council to College Advisory Council (CAC).

**Motion Carries**

- Michael Divinia motion to approve to strike item #8 of page 4.

**Motion Carries**

**Meeting Adjournment:**

- Bruce Motions to adjourn meeting at 11:15 am

**Motion Carries**