

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 October 17, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel Joe Andrade	AS-Pat Space AS-Jesus Covarrubias AS-Michael Divinia AS-Javier Chapa	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Heidi Hoffman CSEA-Laura Garcia	Larry Harris Andrew Phelps Charlene Lilie Alva Long Kulwaran Sandhu

- **Absent Members:** Elaine Burns, Jose Cabrera, Barbara Hanfling, Bruce Geer
- **Committee Proxy:** Margaret Muench proxy for Jesus Covarrubias, Corinne Salazar proxy for Sue Hager, Sandra Gonzalez proxy for Laura Garcia
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Committee Co-chair Deanna Herrera 9:05 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Margaret Muench moves to approve the agenda with the addition of the Educational Master Plan added to item #4 Discussion Items.

Motion Carries

3. Approval of October 03, 2014 CPC Minutes/Suggestions:

Margaret Muench moves to approve meeting minutes with corrections added

Motion Carries

4. Public Comments (3 minutes):

- Seher Awan thanked the committee for their hard work and dedication to the campus and to continue to keep the students in mind. Today is Seher's last day working at San Jose City College.

5. CAC Committee Comments (2 minutes):

- Andrew Phelps reported on the on-going discussion with regards to community engagement. This past Tuesday at De Anza College there was a major program on campus and the medical anthropologist from Berkley came in to speak about changing the culture of the college. De Anza is putting an effort into trying to improve the inner structure of the college. Andrew's on-going concern is that he hopes that San Jose City College will move toward that same direction because we do many good things here at SJCC.
- Larry Harris thanked Seher for her service and how thoroughly she prepares her business.
- Michael Divinia: Item #9 on the agenda should precede the Landscaping Master Plan.

6. Action Item:

- **Landscape Master Plan:** Seher Awan- The Landscaping Master Plan has been in discussion for at least a year and a half; in order to follow through and begin implementing the Landscaping Master Plan the CAC will need to forward their

recommendations for approval to the college president.
Sean Abel motions to move the Landscaping Master Plan forward for recommendation for approval to the president along with individual council members concerns regarding the plan attached to the document.

Motion Carries

There was debate among council members after the question had been called. Some members were not done with the discussion on the Landscaping Master Plan.

Javier Chapa motion to end discussion on Landscaping Master Plan

Motion Carries

Revote of Landscape Master Plan: Sean Abel motions to move the Landscaping Master Plan forward for recommendation for approval to the president along with individual council members concerns regarding the plan attached to the document.

Motion Carries

- **Security Master Plan:** Seher Awan- The Security Master Plan is a living document and has been in existence since 2012. The document has been vetted through the Facilities committee and the Safety committee. This is a district plan and cannot begin to implement the safety standards until the committee recommends it for approval. Once it is approved the President can take it forward to the board. There are already pilot programs implemented on campus. Some items include more security cameras, panic buttons, emergency phones, and improvements of security standards around campus that will help keep our student population, faculty, and staff safe.

Duncan motions to approve the Security Master Plan

Motion Carries

- **Educational Master Plan:**
Michael Divinia moves to accept the invitation for the CAC to serve as the steering committee for the Educational Master Plan process.

Motion Carries

7. Discussion Items:

- **Standing Committee Charges:** Duncan Graham- We have received final charges for some committees, however, a lot of the committee charges are still in draft form. Duncan will send out a reminder to all the committee chairs to send forward their final committee charges not later than the next CAC meeting, November 7, 2014. Once the CAC committee reviews and recommends all the updated charges they will send them forward for the President's approval.
- **Educational Master Plan:** Duncan Graham- We have selected an outside consultant, Cambridge West, to complete the campus Educational Master Plan. This will go to the board on November 11, 2014. Cambridge West will be completing both the Educational Master Plan and the Facilities Master Plan. The Educational Master Plan is developed first and from there the Facilities Master Plan will be developed based on the Educational Master Plan. This is not official yet until it is approved by the board. There was a selection process that occurred that determined their selection. It was recommended to the President that the CAC be the steering committee for the Educational Master Plan. Once the board approves the consultant group the campus plans to hold a kick off campaign the week of the November 15th or at the CAC meeting on November 21st.

Duncan asked if the CAC wants to be the steering committee for the Educational Master plan.

Michael Divinia motions to move Duncan's proposal as an action item.

Motion Carries

8. Information Items:

- **Accreditation Update:** Duncan Graham- The tri-chairs for the accreditation comprehensive self-evaluation had their first meeting on October 3, 2014 and will be meeting again today. Each of the Standard's tri-chairs will be forming their own standard committees. Once each standard committee is established they will begin with their work. Part of their work will be to review the standards recommendations from the 2010 self-study and follow up reports. They will also write how San Jose City College meets or exceeds the accreditation standards. At our next CAC meeting Duncan will share the accreditation time line.

9. Agenda Items Requested and Referred to Other Committees:

- **Initiating a Landscape Advisory Group (M. Divinia): Referred to Facilities & Safety Committee:**
Jorge Escobar will place this item on the next Facilities/Safety Committee's meeting agenda.

10. Comprehensive Committee Reports (10 minutes each):

- **Campus Technology Committee:** Clem Lundie- The CTC did not meet during the spring semester. There an effort to revitalize the committee at the end of the spring semester in May. Clem has agreed to chair the committee until there is full membership of faculty, staff, and administrators. The CTC will be meeting the first Monday's of the month. The charge has been redrafted and once the changes have been made Duncan will get it posted to the campus website. Clem asked the CAC if they feel there should still be a need to have a Campus Technology Committee. CAC members expressed that the CTC is an important committee to have on campus.
- **Finance Committee:** Takeo Kubo- One continued issue the committee has been dealing with is the lack of committee representation from faculty and students. There are three student vacancies and has been vacant for the last year, and currently there is only one faculty member on the committee. A request was sent to the Academic Senate for more faculty members. The committee finalized their charge; not much has been changed but the committee has moved to a co-chair structure. It is also stated in the charge that each member report back to their constituency group and division or department. This will ensure that there is open communication. Proxies will not be allowed this is because once the process for the resource allocation takes place there needs to be continuity so that everyone is on the same page. The committee established their 2014-15 committee goals. There is a process in place for the resource allocation and funding model. This has been in place for about two and a half years based on a zero base budget and has been working with a few modifications along the way. The committee has developed a timeline for the 2015-16 resource allocation. The timeline presented is a draft; the budget hearings are moved up to March 2015. This is a tight timeline but we had to schedule between spring break and the spring PDD.

11. Standing Committee Updates (2 minutes):

- **Academic Senate:** Margaret Muench- At the last meeting the committee worked on getting the list of new faculty hire recommendations to the president. Those positions were a General Counselor, Communication Studies instructor, Career Transfer

English instructor. The President stated that there is only funding for three positions but will fight to get the fourth.

- Diversity Advisory Committee: There was no representative to give a report.
- Facilities/Safety Committee: Corinne Salazar-There was no quorum at the last meeting. The next meeting is scheduled for Monday, October 20, 2014. Anyone requesting to place items on the agenda must go through a committee member who is representing your constituent group and ask to place an item on the agenda.
- Strategic Planning Committee: Sean Abel- The committee started reviewing the data that was received at PDD. This data is in regards to the Key Performance Indicators for the college goals. The committee can now use the results to begin to formulate some request from other committees and how work can be done and ways to improve student success. The committee meets the second and fourth Tuesday's of the month from 2-3:30 pm in A213. The committee is still looking for one student representative.
- Student Success Committee: Takeo Kubo- The committee is currently working on the student success plan report that needs to go out to the state by the beginning of November. The committee is also working on the student equity plan that is due to the state by November 15, 2015. Both reports will come to the CAC and the Academic Senate within the next six weeks. They are also working on a campus marketing campaign and find different and better ways to market programs and events that are happening on campus. There have been events on campus where there was very little campus participation. Priority registration begins on November 11, 2014. Students can gain a higher priority if they have completed an orientation, assessment, and a current Ed plan on file. The counseling department will be holding more workshops. There will be a kick-off event this coming Wednesday in the GE quad.
- President & Vice President's Updates: Duncan Graham- there is a couple of grant opportunities that SJCC is participating in. One of the grants is a CET, Career and Technical Enhancement, grant. Our portion of that grant will be about \$187,000. We are looking at four programs to include in this grant. We are also looking to bringing the Iron Worker apprenticeship here on campus as well as the Carpenters Union apprenticeship. These are important to focus on getting our students into high paying jobs. This is a growing area and can provide funding to our campus. Another program included in this grant will be Advanced Manufacturing. SJCC participated in a manufacturing day and there are employers who are ready to hire students. These employers are looking for students who have the skill set as well as the education. They are looking for students who can write and can communicate and present. Duncan is working with Dr. Burns to hold a Career Fair in the spring semester where there will be employers ready to hire our students. Duncan hopes to maybe hold workshops on resume writing and interview techniques before the career fair.

There were also discussions with TESLA, and changes occurring in their Facilities Maintenance area. . We have four of TESLA's employees taking Programmable Logics Control class in the FMT program and were very excited about the class. TESLA had four managers that came out and spoke with Steve Mansfield, Kieron Connolly, Ingrid Thompson, Dr. Breland, and Duncan about what they are looking for. They are looking for employees with the background in Physics and Math.

12. Other (2 minutes):

- **ASG: Announcements (2 minutes)**

- Larry Harris- ASG hosted a pizza feed in front of the Cosmetology department. There were DJ's and students having a great time.
- Alva Long- the ASG is currently planning their annual Thanksgiving Dinner and Christmas Dinner. These dinners have always been successful with usually about 150-200 students who attend. A lot of ~~comrader~~camaraderie and good feelings of the holidays. Once the dates are finalized they will be announce at the next meeting.
- Kulwaran Sandhu- The ASG is planning a cultural event on campus. The ASG is also working on letting the students aware of the different services provided on campus.

Meeting Adjournment:

- Adjourned 10:54 am