

Administrative Planning Council Notes of 12/13/2010 meeting

APC met on 12/13/10 at the request of Roberta to clarify its role in the planning process prior to the CPC sub-committee finalizing the overall planning process to present to CPC, which was scheduled to meet on 12/16.

Present: Tom Mohr, Sarah Perkins, Robin Richards, Robert Hood, Greg Stoup, Roberta Chock

Absent: Vickie Nunes, Mario Peña

- Greg handed out draft versions of an Administrative Unit Program Plan. He will make the changes that were suggested and distribute the revised Program Plan documents to committee members.
- Discussed role/function of APC:
 - this body will serve as the planning body for personnel in the President's office (Admin Assistant, Dir Marketing, Dir Planning/Research, researcher, web coord), VPI office (Admin Analyst, Admin Secty), Business office (CBO, financial analyst, Sr Act Coord, Operations Asst 1, Act Tech, payroll clerk, reprographics tech), and VPSS office (Admin Assistant)
 - Also concluded that the APC should function as planning body for the overall administrative structure for the college
- President Mohr made the case for parity in positions across the District, particularly in the case of Dir. Of Research and Dir of Marketing. Decided to try to finish the Program Plans in time to participate in the upcoming spring hiring so that those position upgrades could be brought to the joint IPC/SSPC position presentation meeting.
- Selected Roberta as chair.

Next steps:

- Distribute revised Administrative Unit Program Plan document
- Each unit to complete Program Plan
- Meet to discuss completed Program Plans and move to forward agreed upon position(s) to joint IPC/SSPC meeting to be held on ??/??/11

We should probably try to meet at least a week prior to whenever that joint meeting is scheduled to be held.