



COLLEGE PLANNING COUNCIL MEETING MINUTES

Thursday, September 2, 2010

1:30 to 3:30 P.M. – Building 3, Room 142

Members Present: Leonor Cabrera, Roberta Chock, Rachel Corrales, Martin Partlan, Sarah Perkins, Robin Richards, Darnell Spellman,

Ex-Officio: Thomas Mohr - President

Members Absent: Gregory Stoup

Guests: Eliazer Ayala-Austin, Jenny Castello, Linda Hayes, Robert Hood, Debbie Joy, Vickie Nunes, Maggie Souza, Janet Stringer, Mike Tyler

Dave Vigo

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	The minutes of May 20, 2010 were approved as amended. The minutes of August 20, 2010 were approved as submitted.	Leonor Cabrera, CPC Co-Chair
2) BUSINESS I. Present State of Physical Facilities & Future Needs (Information & Discussion) II. Workforce Development Position (Discussion & Action)	<p>Revisions were made to the agenda under Business as follows:</p> <ul style="list-style-type: none"> • Moving Item III “College Vision Discussion” to another meeting • Adding Item VI “Positions” as a discussion and action item presented by Vice President Perkins • Adding Item VII “Election of Classified Co-Chair” as discussion and action item presented by CPC Co-Chair Leonor Cabrera <p>Discussed how in the last five years our campus facility needs have changed due to enrollments, programs, and research data. At last night’s Board of Trustees meeting Vice Chancellor Jose Nunez gave a facility update presentation for all three colleges showing what has been done, still needs to be done with the assistance of state funds, and unmet needs. It is quite possible that our District may be going for another Bond measure in June 2011. President Mohr has been talking to our District about Cañada’s unmet needs which include buildings 1, 3, and 13 along with proposing a new building for science labs and workforce development programs, and an aquatic center and athletic fields.</p> <p>Proposal made for the college to hire a Workforce Development Director. The Workforce Development Director would:</p> <ul style="list-style-type: none"> • work with faculty around career and education 	<p>Leonor Cabrera, CPC Co-Chair</p> <p>Thomas Mohr, President</p> <p>Sarah Perkins, Vice President of Instruction</p>

<p>III. College Vision Discussion (Discussion)</p> <p>IV. Smoking Update (Discussion & Action)</p>	<ul style="list-style-type: none"> • facilitate and collaborate with the business community in contract education, training and re-training, working with business and industry in areas where needed • develop partnerships for programs • leading grants and grant writing around career and technical education <p>This position is a full-time, twelve month Director/Academic Supervisory position, paid from Fund 1 with a cost of \$84,432 (not including benefits). This is one of the placeholder positions included in our 2010/2011 budget. It was noted that this position was one of the items on a list totaling \$650,000 that was presented to our Chancellor by President Mohr pre Measure G. This position was been presented to the Budget Committee yesterday. The Budget Committee confirmed that there are funds to support it and endorsed the rationale of the college having a Workforce Development Director. A motion was made and seconded to endorse the hiring of a Workforce Development Director for our college that was followed by discussion. In order to have complete transparency with our college community in bringing forward this position, it was agreed by members that it be reviewed, discussed, and endorsed by all partners to include IPC, SSPC, Classified Senate, and Academic Senate.</p> <p>Agenda item moved to another meeting.</p> <p>A draft proposal for a Cañada College Smoking Task Force was handed out and reviewed. The proposal recommended that the task force:</p> <ul style="list-style-type: none"> • conduct research related to smoking on campus, to include reviewing what other colleges are doing, conducting a survey of staff and students on options, and reviewing health concern • analyze the research finds • based on the analysis of the research, prepare a smoking policy for Cañada College • present the proposed policy to the College Planning Council • CPC would ensure that the task force has representation from all areas of the campus that include two reps from the Safety Committee, ASCC, and CPC; and one to six at-large reps • there is to be at least one representative from faculty, students, staff, and administration on the Task Force. <p>Propose that only one CPC member sit on the Smoking Task Force. Suggested that the campus consider “no smoking” as a cultural choice.</p> <p>Agreed to move forward in forming the Smoking Task Force and that Rachel Corrales would represent CPC.</p>	<p>Robin Richards, Vice President of Student Services</p>
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<p>V. Systematic Communication with Students Concerning College Planning (Discussion & Action)</p>	<p>Discussion took place on how to disseminate information from the college to students, receive feedback, and make the communication more broad and effective. Some suggestions to improve communication included:</p> <ul style="list-style-type: none"> • Using the Library and TV on campus • Create a student friendly document blog • Create a link to information being sent so that students can comment • Post on bulletin boards • Use surveys and focus groups when can • Engage more with student club/group and look into posting information in their newsletters <p>It was proposed that a sub task force be created to meet and come back with a plan in approximately one month. The sub task force will include Robert Hood, ASCC President Darnell Spellman, CPC Co-Chair, and the Student Life Coordinator.</p> <p>A motion was made and seconded that the college form a Task Force to include the proposed names that will discuss communication with students concerning college planning. The Task Force is to present their plan to the CPC in a month. All agreed.</p>	<p>Sarah Perkins, Vice President of Instruction</p>
<p>VI. Positions (Discussion & Action)</p>	<p>The Budget Committee met yesterday and discussed using some of the college ending carryover balance to fund four full time positions. These four positions include three faculty and one classified. These would all go through the college hiring process.</p> <p>At today's meeting, President Mohr proposed that the college move ahead now with the hiring process for two full-time positions to be in place for the spring 2011 semester. President Mohr also proposed that the college review its budget at mid-year to see if we can move forward in funding the remaining two full-time positions. A hiring process for fall 2010 was proposed, reviewed, and discussed. It was pointed out that this was not our current process and that it will need to be vetted with all constituency groups. It was proposed that the criteria for prioritization be positions that are critically important.</p> <p>It was brought to the attention of the CPC that the college staff in the President's Office (Marketing, Web design, Business Office, Research) are not represented in the college planning structure and will need to be added.</p> <p>A motion was made and seconded that the CPC recommend the proposed hiring process and ask other college planning bodies for their approval so that we can move forward. All agreed.</p>	<p>Thomas Mohr, President Sarah Perkins, Vice President of Instruction</p>
<p>VII. Election of CPC Co-Chair</p>	<p>It was announced that Ariackna Alvarez has resigned as CPC Co-Chair. A motion was made and seconded to nominate Rachel Corrales as College Planning Council Co-Chair</p>	<p>Leonor Cabrera, CPC Co-Chair</p>

	with all present agreeing.	
3) DIVISION/COMMITTEE UPDATES	Humanities & Social Sciences will be having live performances in our Amphitheater at lunchtime. Student Services – EOPS has been very busy the last several weeks with orientations and counseling for new students.	Leonor Cabrera, CPC Co-Chair
4) NEXT STEPS	Continue facilities discussion.	Leonor Cabrera, CPC Co-Chair
5) MATTERS OF PUBLIC INTEREST	<ul style="list-style-type: none"> • Fashion Design event on September 25th from 10 a.m. to 5 p.m. • Arts & Olive Festival on October 3rd from 10 a.m. to 5 p.m. – volunteers are needed. • Cañada Theater Arts Fundraiser on October 21st from 5 to 7:30 p.m. and will perform their fall performance of “Silvia” November 5, 6, 7, 12, 13, and 14. • Notre Dame de Namur Performing Arts Department will perform “Rent” on December 3, 4, and 5 in our Flex Theater 	
6) ADJOURNMENT	The meeting was adjourned at 3:20 p.m.	Leonor Cabrera, CPC Co-Chair