



Minutes for Administrative Planning Council

Wednesday, November 28, 2018

11:00 am – 11:55 am

Building 8, Room 110

Present: Char Perlas, Jamillah Moore, Debbie Joy, Megan Rodriguez, Mary Chries Concha Thia, Dayo Diggs

Absent: Tracy Huang, Karen Engel, Barbara Bucton, Tammy Robinson

1. Agenda/Minutes	Mary Chries Concha Thia
The Committee reviewed and approved the minutes from the last meeting.	
2. Present /Assess Administrative Program	All
<p>The committee provided feedback to all programs that were up to program review</p> <ul style="list-style-type: none">• Office of VPSS will continue to work in the Guided Pathways initiative, promise programs, and university partnerships. Professional development was request under resource request.• PRIE. There are four SAOs; (a) Leading the college through a successful ISER submittal and Accreditation visit in 2019; (b) Facilitate an effective program review process that is aligned to the College mission; (c) Lead grant annual reporting and provide data analysis for continuous improvement of grant-related programs; and (d) Facilitate and support the implementation of program improvements for guided pathways, including AB705.• Office of VPAS). There are five SAO for Admin. Services: (a) provide ongoing information about the budgeting timeline, processes, and results to the campus community; (b) facilitate an effective resource request process; (c) continue to provide trainings to both managers and staff on conference procedures and timelines; (d) contact students with late payments via SARS calls, email, and postcards; and (e) facilitate and support the grants development and management webpage by making documents related to grants available in our website.	
3. APC Bylaws	Dayo Diggs
Dayo Diggs is been working on the APC bylaws and will send a copy to the members of this committee for feedback. We all agreed that we should finalize and approve this by January 2019.	
4. Plan future meeting (January)	
After discussion, the council suggested meet again in January. The council would have the feedback of the APC bylaws prior to this meeting.	