



## Minutes for Administrative Planning Council

Friday, September 20, 2019

11:00 am – 11:55 am

Building 8, Room 110

Present: Karen Engle, Debbie Joy, Mary Chries Concha Thia, Manuel Alejandro Perez, Linda Bertellotti, Graciano Mendoza

<b>1. Agenda/Minutes</b>
Minutes will be reviewed at next regular meeting.
<b>2. APC Bylaws- Final Version</b>
· The approved version of the APC Bylaws were distributed and reviewed by committee members. Due to recent staff turnover, significant change in membership has taken place resulting in extensive discussion regarding membership and purpose of committee.
· The committee's role in Program Planning and Resource Request process was acknowledged.
· However, it was also noted that this would be an opportunity for the committee to assess additional functions which it may serve.
· The topic will be revisited in future meetings.
<b>3. Accreditation Update-</b>
Accreditation visit schedule was shared with committee and discussion took place regarding what to expect during the visit.
<b>4. Program Planning and Resource Request Process for FY 2020-21.</b>
It was noted that historically, APC's main role was related to Program Planning and Resource Request process for the offices of the President, VPI, VPSS, VPA, PRIE, Marketing and Outreach. Comparisons between roles of the various planning councils took place and it was noted that the purpose and structure of APC appeared different from other councils. It was agreed that the topic would be revisited at a future meeting.
<b>5. Future Meeting Dates:</b>
Dates were reviewed by council members. It was noted that Peer Review would take place in November.
<b>6. Action Items:</b>
A special Task Group was requested to convene in the coming week to review the APC website for currency. Karen Engle requested access to the APC website to upload minutes and other pertinent information.