



**Administrative Planning Council
Minutes**

**Wednesday, October 19, 2016
8:00 A.M. - 9:00 A.M.
Building 8, Room 110**

Meeting attendees: Jamillah Moore, Gregory Anderson, Kim Lopez, Michelle Marquez, Chialin Hsieh, Megan Rodriguez, Tracy Huang, Barbara Bucton, Sarita Lopez, Debbie Joy, Mary Chries Concha Thia.

AGENDA ITEM	Notes
1. Review agenda and minutes	No changes noted
2. Program review a. Feedback form b. Review template c. Training needs (SPOL, AUOs, etc.)	<p>Feedback form: Discussed conversations from last spring semester where APC provided feedback on the program review feedback form. Kim Lopez noted that SSPC will continue to use the existing template and feedback form without revision for another year before considering any suggestions to revise either. To close the loop on last semester's review of the feedback form, at the next APC meeting the feedback form and previous comments will be reviewed to ensure alignment with the existing template.</p> <p>Review template: Discussed the surveys sent out from the PRIE office and Student Services office for program review. Both PRIE and SS agreed that the surveys provide valuable information about the respective service areas that can be used to develop goals for the next two years. It was also noted that for the campus community, taking the survey also serves an educational purpose to inform participants about services offered in the administrative areas. Michelle expressed hesitation about sending a survey for the Administrative Services division because of potential campus fatigue after having the other two program review surveys go out. Additionally, there is data within recent college wide surveys such as the governance survey that includes data about college budget operations. Michelle mentioned the Admin Services division has been working on gathering data points and participated in a service area outcome workshop.</p> <p>Training needs: Jamillah mentioned she would like to have some training on SPOL and other systems like the data dashboard. Chialin mentioned there is a data dashboard training this coming Friday. To accommodate APC, Chialin offered to facilitate a data dashboard training at December's APC meeting. For the resource requests, Kim and Chialin both asked for training on how to fill out the resource requests in SPOL. Kim said she will invite Michelle to an upcoming SSPC meeting.</p>
3. New position proposals	<p>Discussed positions that will be proposed:</p> <p>Marketing and Outreach:</p> <ul style="list-style-type: none"> • FTE Web Programmer Analyst <p>Student Services:</p> <ul style="list-style-type: none"> • 1.0 Tenure track Counselor, EOPS/CARE • 1.0 Tenure Track Counselor, Basic Skills • 1.0 Tenure Track Counselor, CWA

	<ul style="list-style-type: none"> • 1.0 Retention Specialist, STEP • 1.0 Program Services Coordinator, VROC • 1.0 Office Assistant II, DRC • 1.0 Financial Aide Assistant, FA • 1.0 Director of Dual Enrollment <p><u>Instruction:</u></p> <ul style="list-style-type: none"> • There will be a number of FT tenure track faculty proposed, but at this point it is not known how many and for which disciplines <p><u>Administrative Services:</u></p> <ul style="list-style-type: none"> • 1.0 Senior Accounting Technicians • 1.0 Facility Coordinator • 1.0 Shipping and Receiving Clerk (increase existing position from 0.5 to 1.0 FTE) • 1.0 Director of Professional Development
<p>4. Educational Master Plan update</p>	<p>There were 8 forums scheduled, so far 7 have been completed. The final forum will be this Friday (student services). The forums have reached out to a lot of people, and many people have expressed appreciation of the process and inclusion. Chialin estimates that as many as 120 people will attend the forums by this Friday. After the forums, the team will analyze and consolidate the forum feedback into 3-4 goals and send to campus for feedback.</p>
<p>5. District governance council or committee updates</p> <ul style="list-style-type: none"> a. District Committee on Budget and Finance b. Public Safety Committee c. Educational Services Committee 	<p><u>DCBF:</u> All three campuses presented their respective integrated budget and planning processes. This was an interesting process to hear the similarities and differences across the three campuses. Joe Fullerton, Sustainability Manager, provided an update on Canada’s solar farm production. Michelle suggested bringing Joe to the campus to provide the information.</p> <p><u>Public Safety:</u> The timeline for taking the public safety report to the Board of Trustees will be extended so that each of the campuses has enough time to review the report and recommendations.</p> <p><u>ESC:</u> Kim reported that there will be a transition to Banner XE over spring break. This will be a phase in transition, with more information to follow. ESC is also working on a paperless workflow for the admissions process. There is a District Forms Committee working on this.</p>
<p>6. Campus capital improvement program</p> <ul style="list-style-type: none"> a. Construction planning update 	<p>Update provided that design work on new B1 is getting started and the selection process for the B23 team is underway. There will be more information provided in the coming months.</p>
<p>7. Planning and Budgeting Council topics</p> <ul style="list-style-type: none"> a. Future topics APC would recommend to PBC? 	<p>Will be discussed in November</p>
<p>8. Future agenda items</p> <ul style="list-style-type: none"> a. Fall meeting dates: 11/9 (8 am), 12/7 (8 am) 	<p>November: PR feedback and template alignment, PBC discussion topics, PR</p>