Members present: Tom Harris, Keith Snow-Flamer, Pam Kessler, Jason Leppaluoto, Tracey Thomas, Steve Stratton, Roxanne Metz, Martha Davis, Tim Flanagan, Jose Ramirez, Susan Wendt
Others present: David Arnold, Cheryl Tucker

1. Announcements & Additions/Adjustments to Agenda: None.

2. CPC Operating Agreement:

Roxanne presented the current draft of the CPC Operating Agreement, which was a modification to the Planning Team operating agreement that had been in place during Fall 2007. The Council readily agreed to many of the provisions of the operating agreement, including a consensus form of decision-making. While members agreed in general about how the council should be made up, a fair amount of discussion was required in order to clarify the council make-up and appointment procedures in a clear way that all could agree to. Although it was agreed that the same group that served on the ad hoc planning team in Fall 2007 should serve through the remainder of the academic year, starting in July 2008 the council make-up would be as follows:

The Coordinated Planning Council will consist of up to 18 members and will include a cross sectional representation of employee groups as well as a student representative (if identified). The Team will be led by CR’s President. Members are expected to serve a 2-3 year term to provide consistency among council membership and will include:

- Four persons from the SSLS Division, including the Vice President, selected by the VP-SSLS (one must be a classified staff member, selected in consultation with the CSEA President)
- Four persons from the Business Services Division, appointed by the Division Head (one must be a classified staff member, selected in consultation with the CSEA President)
- Four faculty appointed by the Academic Senate
- Two classified staff, selected by the President in consultation with the CSEA President
- One student representative, appointed by ASCR
- IR Director (ex officio)
- Title III Activities Director (until September, 2010)

3. Integrated Process Model: Scott Epstein presented the integrated process model that was modified the previous day during a series of district work groups led by Epstein. Many members of the CPC were in attendance at one or more of the previous day’s meetings, so discussion was fairly general. The “issue bin” from the previous day’s work groups was presented, and included:

- Questions about the charge/objectives of various functional teams
- Concerns about possible inefficiencies/loops/bottlenecks
- Institutional culture/climate required to maintain the model and process
- DSPS/ADA Accommodation requirements related to action plans
- Concerns about how to handle action plans that don’t have manager approval
- A question about whether grant applications should be “cleared” through the planning process prior to submission
Questions about where “unit-level” planning fits with the model. Do units do planning through the program review process? Is this planning vetted by the CPC? Should it be?

Who develops functional plans? Is this done within an operating unit, or though a college-wide, constituent-based process?

How will requests for reoccurring, multi-year expenses be handled?

4. **Meeting Schedule:** The CPC reviewed the planning cycle timeline to inform the development of the meeting schedule. The CPC agreed to meet at least ten times per year, August through May. Meetings will be scheduled twice monthly when necessary and will take place on the 2nd and 4th Fridays from 9 – 11:30 a.m.

5. **Action Plan Training:** The CPC reviewed the action plan flowcharts and the action plan guidelines. Some minor changes and clarifications were made to set the budget limit for action plans and to clarify the process. Roxanne presented a proposed training schedule for CR, which included training dates for February 8, February 15, and February 29.

6. **Baseline Data on Key Performance Indicators:** Martha presented a very brief overview of preliminary baseline data being gathered by Institutional Research regarding the Key Performance Indicators in the Strategic Plan.

Next Meeting:
Friday, February 22, 2008
9:00 am – 11:30am
Location: Lakeview Room

Submitted by: Roxanne Metz, Title III Activities Director