



HARTNELL COLLEGE

**College Planning Council  
Minutes**

**February 19, 2020, 3-5:00 p.m.**

**E-112**

**MEMBERS**

Name	Representing	Present	Absent
1. Patricia Hsieh	Administration	X	
2. Lisa Storm	Academic Senate	X	
3. Linda Wilczewski	Administration		X
4. Romero Jalomo	Administration		X
5. Clint Cowden	Administration		X
6. Cathryn Wilkinson	Administration	X	
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration		X
9. Mostafa Ghous	Administration		X
10. Herbert Cortez	CSEA		X
11. Christine Svendsen	HCFA	X	
12. Daniel Lopez	Faculty	X	
13. Emily Rustad	Faculty		X
14. Mohammed Yahdi	Faculty	X	
15. Carol Kimbrough	Faculty, Adjunct	X	
16. Vacant	Associated Students		
17. Vacant	Associated Students		
18. Vacant	CSEA		
19. Vacant	CSEA		
20. Vacant	CSEA		
21. Vacant	L-39		
22. Vacant	Faculty		
23. Vacant	Faculty		

**GUESTS**

Hetty Yelland	Faculty, English and CDR
---------------	--------------------------

**CALLED TO ORDER**

The meeting called to order at 3:07 p.m.

**1. February 19, 2020 Agenda (Action)**

MSC: Kimbrough/Lopez to approve the February 19, 2020 agenda.

**Patricia Hsieh**

**2. Minutes: February 5, 2019 meeting (Action)**

MSC: Kimbrough/Lopez to approve February 5, 2020 minutes as proposed.

**Patricia Hsieh**

**3. Calendar Issues (finals week scheduling, 20-21 academic calendar with conflicting spring breaks)**

**Patricia Hsieh**

Dr. Wilkinson gave an update on a meeting that she had with Lisa Storm, Cheryl O'Donnell and Ann Wright who worked on sharing suggestions to revise the final exam schedule. The new proposal is to move the Saturday, May 30<sup>th</sup> finals to May 23<sup>rd</sup> that would address the bulk of the concerns, there will still be some exams for Saturday classes. With this proposal we are not losing FTES. Once the president approves, a communication will go out to all, a targeted email will also be sent to those directly affected by the change.

Dr. Wilkinson also addressed the 2020-21 academic calendar which reflects the wrong spring break dates. The calendar has been fixed and is now posted correctly on the academic affairs website.

Discussion occurred regarding graduation and accommodations for faculty who have finals that day, Dr. Wilkinson will go back and see how it was handled in the past.

**4. New PPA process**

**Patricia Hsieh**

Dr. Hsieh talked about modifying the existing PPA timeline. The concept is to give the faculty hiring committee enough time to complete their faculty request process by the end of November. This will allow enough time to announce fall positions during December/January, and hiring toward the end of March. During March – June the equipment, materials and supplies will be ordered and delivered to have available for fall semester.

That does not change CTE/Perkins grants as they have their own deadlines, this will only apply to general fund unrestricted for discretionary supplies.

The council discussed the importance of communication and feedback on why positions are denied or given more priority than others. It is important to be informed through the entire process; this will build trust and encourage everyone to participate. David Beymer is scheduled to give a presentation to Academic Senate with the proposed changes. Once approved, clear models and outlines of the PPA process will be developed; this will help solidify the process.

**5. Review CPC Goals and Role (Sample Governance Structure)**

**Patricia Hsieh**

Dr. Hsieh presented a sample of the Governance Structure from Miramar College. She asked for the council to review, discuss and determine if this structure still works. Discussion occurred and a sub-committee was formed to come up with a new visual diagram on our governance structure. The participants include: Carol Kimbrough, Daniel Lopez, and Mo Yahdi. Herbert Cortez and Dr. Romero Jalomo will be invited to take part in this sub-committee if their schedule allows them.

**6. Review CPC Membership**

**Patricia Hsieh**

Dr. Hsieh mentioned the concern of having too many representatives from certain groups. The goal is for all members to participate and engage in the discussions at CPC. The item will be brought back for the next meeting due to the absence of the member that had expressed his concern with this.

**ADJOURNMENT**

Meeting adjourned at 4:32 p.m. Lofman/Kimbrough

**NEXT MEETINGS**

March 4, 2020

April 1, 2020

April 15, 2020

May 6, 2020

May 20, 2020