



**College Planning Council  
Minutes**

**October 19, 2022, 3 p.m. / E-112**

<https://cccconfer.zoom.us/j/87885035575>

**APPROVED 11/16/22**

<b>MEMBERS</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
1. Jason Hough, Co-Chair	Academic Senate	X	
2. Michael Gutierrez, Co-Chair (non-voting)		X	
3. David Beymer	Faculty	X	
4. Mostafa Ghous	Administration	X	
5. Delia Edeza	CSEA	X	
6. Ben Grainger	Administration	X	
7. Guy Hanna	CSEA	X	
8. Romero Jalomo	Administration		X
9. Brenda Jones	CSEA	X	
10. Debra Kaczmar	Administration		X
11. Carol Kimbrough	PT Faculty	X	
12. Brian Lofman	Administration	X	
13. Daniel Lopez	Faculty	X	
14. Graciano Mendoza	Administration	X	
15. Cheryl O'Donnell	Faculty	X	
16. Shawn Pullum	CSEA President		X
17. Apolonia Preciado Castillo	Associated Students		X
18. Elijah Ruelas	Associated Students		X
19. Nancy Schur Beymer	HCFA President		X
20. Cathryn Wilkinson	Administration	X	

**Guests:** Marianne Fontes, Dean of Academic Affairs  
Jay Singh, Director of Academic Affairs for Academic Support

**1. Call Meeting to Order**

Co-Chair Dr. Jason Hough called the meeting to order at 3:05 p.m.

**2. Approval of Agenda**

Carol Kimbrough motioned to approve the agenda. Brian Lofman seconded the motion, and the Council voted. The motion passed and the agenda was approved with no opposition or abstentions.

**3. Approval of Minutes – October 5, 2022**

David Beymer motioned to approve the meeting minutes of October 5, 2022. Carol Kimbrough seconded the motion and the Council voted. The motion passed, and the minutes were approved with no opposition or abstentions.

**4. Operational Memorandum (OM) System: Securing Institutional Processes and Procedures**

Daniel Lopez motioned to approve Operational Memorandum System. David Beymer seconded the motion and the Council voted. The motion passed, and the OM System was approved with no opposition or abstentions.

Dr. Hough stated that the Council would receive an OM to consider at future meetings.

**5. Board Policy 4042, Open Educational Resources (OER) and Low-Cost Textbooks**

This item will return to the CPC so that Lisa Storm could present on OER; though, Dr. Hough provided a brief overview of OER and how the College is required to identify course sections that use OER. Also, Dr. Hough asked Lisa to consider a workshop at the Student Success Conference. VP Graciano Mendoza spoke about potential textbook programs offered by Follett, our current Bookstore. To our knowledge, only two other colleges, have adopted OER policies.

**6. Student Equity Plan (SEP)**

Dr. Singh presented the Student Equity Plan 2023-2025, which is due November 30, 2022. The current plan ends December 31, 2022, and as a condition of continued funding, the College must prepare a new plan, which must include data provided by the Chancellor's Office disaggregated by race and ethnicity. Dr. Singh provided an over-arching view of the plan and funding. He noted that the SEP, as well as Basic Skills and Student Success and Support funding support College efforts to close equity gaps. Dr. Lofman noted that it is difficult to attempt to close or eliminate equity gaps and suggested that the College look at how this is being done, especially with the current review and refresh of the strategic plan. The SEP has been approved by the Student Success and Equity Committee and will forward to Academic Senate, Academic Affairs (AA) Council, Student Affairs (SA) Council, College Planning Council, Joint AA/SA, and Associated Students for review and feedback. Plans are to submit the final Plan to the Governing Board in November. Dr. Hough asked the Council to provide any feedback directly to Dr. Singh prior to considering approval at the next meeting.

**7. Closing Comments/Adjournment**

- a. David Beymer announced the Hartnell/MPC Football game and Hall of Fame event this Saturday.
- b. The College was notified that its application for the COVID funding allowance was approved. The funding is contingent on work to be completed.

The meeting adjourned at 3:55 p.m.

**NEXT MEETING(S)**

October 19, 2022

November 2, 2022

November 16, 2022

December 7, 2022