

HARTNELL COMMUNITY COLLEGE DISTR

2. Board Policies and Administrative Procedures Willard Lewallen

Courtesy Review

None

First Reading– No Action Necessary

AP 6305, Reserves

Al Muñoz, Vice President, Administrative Services, attended an Academic Senate meeting to discuss AP 6305 and reworked language within the procedure to address concerns related to the “20%” reserve; however, a disconnect remains between AP 6305 and BP 6200, Budget Preparation . TheCPC decided the procedure needs to be reworked to align with BP 6200.

BP 6340, Bids and Contracts

There were no comments/suggestions.

AP 6340, Bids and Contracts

Suggestions were to reference AP 6341, Selection of Contractor Based Upon Best Value, and to remove reference Ed Code § 22002(c) because it is redundant to another legal reference.

AP 6346, Contract Review and Monitoring

There were no comments/suggestions.

AP 6350, Contracts Construction

There were no comments/suggestions.

AP 6360, Contracts-Electronic Systems and Materials

The statement, “Supplemental instructional software packages may be purchased without taking estimates or advertising for bids” will be removed as recommended.

AP 6370, Contracts Agreements for Services

There were no comments/suggestions.

BP 6520, Security for District Property

There were no comments/suggestions.

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There were no comments/suggestions.

BP 7350, Resignations

There were no comments/suggestions.

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There were no comments/suggestions.

Second Reading– Consider Approval

BP 4021, Establishing, Revitalizing, or Discontinuing Academic Programs

Motioned (Wright) Seconded (Low) and unanimously carried to approve BP 4021.

AP 4021, Establishing, Revitalizing, or Discontinuing Academic Programs
Motioned (Wright) Seconded (Kildal) and unanimously carried to approve AP 4021.

BP 4040, Library and Other Instructional Support Services
Motioned (Low) Seconded (Kildal) and unanimously carried to approve BP 4040.

AP 4040, Library and Other Instructional Support Services
Motioned (Low) Seconded (Funke) and unanimously carried to approve AP 4040 as amended. The last sentence in the procedure to read as follows:

Adequate hours of service for library and learning resources will be maintained to support the academic and technology needs of students and faculty.

3. Consider Appointment of Dean of Institutional Planning and Effectiveness to CPC
Motioned (Low) Seconded (Jalomo) and unanimously carried to amend the CPC membership to include the Dean of Institutional Planning and Effectiveness as a permanent member of the Council effective immediately. This recommendation comes from the Superintendent/President due to the nature of duties and responsibilities of the position.

INFORMATION/DISCUSSION/PRESENTATIONS

1. First reading of Facilities Master Plan
This item was moved to the November 19, 2014 meeting.
2. Program Review Resource Requests 2015-16
Al Muñoz, Vice President, Administrative Services, provided a summary of program review resource requests for 2015-16. The requests are one-time expenses and personnel needed as identified in program reviews and the total is estimated at \$5.5 million. The CPC agreed to form an ad hoc committee to prioritize the requests and bring back a recommendation; similar to the process used last year to prioritize resource allocation requests for 2014-15. Members were identified and the committee will meet several times over the next few weeks and bring their recommendations to the CPC meeting scheduled in December. Those identified were: Dr. Ann Wright, Carol Kimbrough, Janeen Whitmore, and Manuel Bersamin. Al will reach out to David Beymer to determine if David wants to join the ad hoc committee.
3. Continuous Improvement Process for Non-Instructional Programs
The CPC received the Continuous Improvement Process for Non-Instructional Programs; a process parallel to BP/AP 4021, Establishing, Revitalizing, or Discontinuing Academic Programs. Dr. Lofman, Dean of Institutional Planning and Effectiveness summarized key differences and noted that this completes 27 out of 30 continuous improvement processes.
4. First Annual Assessment of Long Term Plans
The first annual assessment of the Technology Master Plans is complete and the CPC reviewed the document. Each of the college's long term plans will undergo an annual assessment to determine if plan activities are completed, desired outcomes are produced, and the overall long term plan is on track.
5. Strategic Plan Progress Report Brian Lofman
No report submitted.

6. Legislation Update November 2014
Esmeralda Montenegro, Communications Director, provided legislation affecting California community colleges.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. The Council recognized Melissa Stave for her years of services to the college.
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