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**Planning Council Meeting Summary**

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| **Date, Time, Place:** | January 13, 2022, 2:30 p.m.- 4:00 p.m., Zoom |

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| **Attendance:** |  | Comey, William | **x** | Osterhouse, Melanie | **Guests:** | **Guests:** |
|  | **x** | Cooley, Cami | **x** | Person Hammond, Sidney | Judy Mills |  |
|  | **x** | Ebersole, Erin  | **x** | Quattlebaum, Lesley (co-Chair) |  |  |
|  | **x** | Graham, Lisa | **x** | Rogers-Frere, Jacquelyn (co-Chair) |  |  |
|  | **x** | Kapinos, Olivia (student member) |  | Ruble, Michelle |  |  |
|  |  | Love, Janice | **x** | Yellman, Kim |  |  |
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| **Recorder:** | **x** | Staff, Donna |  |  |  |  |

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| **Item/Topic** | **Discussion/Reports** | **Assignments/Actions** |
| Call to Order  | * Lesley called the meeting to order at 2:33 PM.
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| Review and Approve December 10, 2021 minutes | * Lesley asked members if any corrections need to be made to the December 10, 2021 minutes. There were no corrections. The minutes were accepted as written.
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| Co-Chair Report - *Jacqui Rogers-Frere* | * Jacqui provided an update from College-wide Council.
* She advised that they decided which administrative policies need to be reviewed in 2022. They need to decide which council will be assigned to each of the policies.
* Jacqui reported that CWC discussed governance training for new council members during the last meeting.
* Lesley noted that she posted the Admin Policy Review Schedule in Teams for members to review.
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| Review CPC Charter – *Lesley Quattlebaum* | * Lesley reviewed the CPC Charter, including the purpose and the roles of the council. She briefly reviewed how the council has been fulfilling their purpose.
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| CPC Communication – *Lesley Quattlebaum* | * Lesley led a discussion about CPC communication. She asked members for their ideas on how CPC can share information with the college community.
* Members discussed various ways to share information. Suggestions included:
	+ Periodically reminding the college community to review the agendas and minutes on the internet (perhaps in a Friday Report article).
	+ Adding the governance councils to ‘’The 5 Things You Need to Know” rotation.
	+ Adding the governance councils to the faculty pre-semester agenda.
* Lesley will share the communication suggestions with CWC.
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| Budget Planning Processand HEERF Spending Impact/Assessment of Initiatives- *Judy Mills- Interim Vice President DFS & Executive Budget Director* | * Judy Mills spoke about the budget planning process and HEERF spending.
* She reviewed how much HEERF funding was awarded to the college and how the college used the funds on immediate needs and long-term improvements.
* She gave an overview of the budget planning process and the timeline.
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| FY22 Yearly Game Plan Mid-Year Review - *Erin Ebersole, Associate Vice President of Planning, Institutional Effectiveness, and Research and Judy Mills*   | * Erin gave a presentation on the FY22 Yearly Game Plan Mid-Year Review.
* Being half way through the fiscal year, it is time for departments to review their YGP and see if they are on course to meeting their action items. It is also a good time to review budget spending.
* Erin advised that information from her presentation will be shared with the college community in the Friday Report.
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| New Business | * Lesley asked if anyone had new business they want to bring to CPC. There were no items to add as new business.
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| Announcements | * Lesley asked if there were any announcements.
* Kim announced that after 15 years of service, she is leaving the college. She is relocating.
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| Adjournment | * The meeting was adjourned at 3:59 PM.
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