



District-Wide Strategic Planning Committee 2009-2010

Minutes
April 23, 2010

Present

Damaris Castillo-Torres, Student, SBVC
 Dr. Deb Daniels, President, SBVC
 Dr. Marshall Gartenlaub, for the Executive Director, EDCT
 Gloria Harrison, President, CHC
 Kaylee Hrisoulas, Student, CHC
 Dr. Glen Kuck, Executive Director, DETS

Dr. Matthew Lee, Consultant
 Scott Rippey, Faculty, CHC
 Dr. Troy Sheffield, EMPC, SBVC
 DyAnn Walter, Classified Staff, District
 Jackie Wingler, Classified Staff, CHC
 Keith Wurtz, Researcher, CHC

I. Welcome and Introductions

Matthew welcomed everyone.

II. Approval of Minutes – April 9, 2010

There were no corrections to the April 9, 2010 minutes and they were approved by consensus.

III. Breakout, Report, and Action: Phasing of Objectives

Matthew mentioned that at the last meeting Troy had raised the issue of prioritizing objectives. One way to do that is to focus attention in the first year on certain objectives, in the second year on others, and so on—that is, to phase the objectives. Matthew requested that the Committee break into small groups to review the reasonability of their objective timelines for purposes of the Draft. There may be additional revisions when the final document is prepared.

The Committee reconvened and made timeline recommendations as follows:

<u>Goal</u>	<u>Group Members</u>	<u>Timeline Recommendation</u>
1	Keith, DyAnn	Change 1.1.2. to 2010-12 and ongoing.
2	Scott, Troy	Change 2.2.2. (formerly 2.2.4.) to 2011-12 and ongoing.
3	Gloria, Glen	None.
4	Keith, DyAnn	None.
5	Damaris, Kaylee, Deb	None.
6	Marshall, Jackie	Change 6.1.1. to Spring 2011-Fall 2011. Change 6.2.2. to Fall 2011-Spring 2013.

Matthew underscored a comment from Keith, and noted that Committee members did not have the expertise necessary to determine precise and reasonable timelines in all cases. These timelines are

just a “first cut,” and progress on the Plan will be evaluated, and the timelines will be revised as necessary based on actual progress, at the end of the first year.

IV. Additions to Glossary (Document 12C)

Matthew reviewed changes to the Glossary, including the additions of WASC, DOE, and cohort. Matthew searched for, and did not find, the terms CalPASS and P&PRC in the Plan, so these items were not added. The Committee had no objections to these additions, and had no further additions.

V. Discussion & Action: Draft Objectives, April 18, 2010 (Document 12B)

Matthew advised that he incorporated the changes made at the previous meeting; additionally, he added the item on Career Pathways to Group 6 based on a recommendation from Group 2. He reviewed the changes in turn and asked for the Committee’s response.

1.1.1	Changed to “Train all shared governance committee members...” , making it broader than before. The Committee had no objection.
2.1.1.	“Provide financial and technological support for the facilitation of student access to programs and services.” This was rephrased to be a more targeted than just “give.” There were no questions or problems.
2.2.1.	“Provide financial and technological support for the improvement of classroom instruction and student support services.” This group recommended consolidating what were essentially similar things into one objective rather than separating instruction and student support. This is the reason for the elimination of the former 2.2.3. There were also some changes in phrasing in the actions. There were no questions or problems about these alterations.
Former 2.2.2	Eliminated the former 2.2.2. due to the concern expressed at the last meeting that the new Resource Allocation Model rendered institutionalization a college matter. The colleges can decide where to allocate their money, so it seemed inappropriate to include this goal in the District Plan.
Former 2.2.3.	Combined under 2.2.1. above.
2.2.2.	This is the former 2.2.4. Changed to read, “Develop and implement a District Staffing Plan that includes targets for improvement of full-time/part-time faculty ratios.” Matthew added suggested measures and actions to support this objective based on the discussions at the last meeting. Jackie questioned whether the Plan should include a mechanism for replacing staff eliminated during tough economic times once the economy has improved. The Presidents responded that other processes that occur on a regular basis, such as planning and program review, address staffing needs. Matthew concurred and indicated that the District Strategic Plan was not the venue for this concern. There were no further questions or problems.

<p>4.1.1. 4.1.2.</p>	<p>Instead of just a review of charges, the group broadened this objective to address the structures and processes as a whole, and then added the functional relationships piece in 4.1.2.</p> <p>Deb questioned the use of the term “shared governance.” She felt a more accurate term would be “collegial consultation,” which connotes decisions adopted by the administration after consultation with constituent groups. “Collegial consultation” is the term referenced in Board Policy 2225.</p> <p>After some discussion, it was decided that “collegial consultation” was a more accurate term; Matthew will replace all instances of “shared governance” in the Plan with “collegial consultation”. “Collegial Consultation” will also be added to the Glossary. There were no further questions or problems.</p>
<p>5.1.2.</p>	<p>Clarified the action to read “District-wide calendar celebrating diversity.” There were no other comments.</p>
<p>6.2.3.</p>	<p>Matthew added this objective in response to a discussion at the last meeting about Career Pathways. Marshall said that the item needs to be clarified, as it was not up to the District to develop and implement programs for the colleges.</p> <p>Gloria illustrated existing Career Pathways by mentioning the Redlands Emergency Services Academy (RESA) program, wherein high school students attend a summer boot camp and are then introduced into the Fire Academy. The students receive counseling about accepting a position or moving onto a university that offers a Fire Science curriculum. Matthew mentioned that the CCC System Strategic Plan references this topic as part of workforce development.</p> <p>After some discussion, it was decided that the wording for the objective would be, “Support and strengthen Career Pathways.” It was also decided that the term Career Pathways would be added to the Glossary.</p> <p>The Committee then developed the following:</p> <p><u>Measurement</u>: “Report on the outcomes of collaboration.”</p> <p><u>Action</u>: “Promote collaboration among the District entities and with K-12, universities and the business community regarding Career Pathways.”</p>

Matthew will incorporate all these changes prior to the release of the Draft DSP.

VI. Discussion & Action: *First Assembled Draft District Strategic Plan, April 18, 2010 (Document 12D)*

Matthew opened up the floor for any comments, questions or suggestions regarding the Draft DSP.

Keith mentioned that the cover page, which reads, “Strategic Plan 2009-10,” seemed to indicate the Plan covered only one year. Deb mentioned that the title should include the timeframe covered by the Plan to show it has a lifespan. The Committee discussed the fact that the Plan does cover more than one year, that it is to be reviewed a minimum of every three years, and that each time the Plan is reviewed, the title would be updated. It was decided that Matthew would change the title and headers to “Strategic Plan 2010-14.”

Keith then mentioned a problem with the CHC data in Figure 3.1 on page 11, which he found to be incorrect. Also, the data used to develop each of the graphs on pages 11-14 is now somewhat out of date. The Committee decided to move forward with updates and Keith promised to provide four corrected graphs to Matthew by the end of the day.

Keith also questioned the Planning Context Information from the Environmental Scan on page 47. He maintained that the items listed sounded like goals rather than implications. Matthew recommended adding the header, "Implications Identified by the Committee" for clarification, and the Committee had no objections.

Matthew distributed revised pages 35-37 on the Long Range Financial Plan and Forecast. These pages will continue to be updated until the DSP is finalized, so the wording "for illustrative purposes only" was added to page 35 at Charlie Ng's suggestion. This section currently depicts information for the whole District, rather than at a college level; Matthew asked if it should eventually include CHC and SBVC data, in addition to the District. The presidents indicated that if it does, the pages should show all the entities that receive general fund money, and that at a minimum, the Resource Allocation Model should be included. Matthew indicated that this Model may not be available in time for the Draft but could be included in the final version. Gloria added that it should be made clear that this table refers strictly to the General Fund.

There were no further concerns, comments, or suggestions for changes to the Draft.

VII. Other Business

Matthew mentioned that the Draft will be distributed by the Chancellor to all personnel and student leadership in the District (with the changes identified at this meeting) on Monday, April 26, requesting feedback by May 5. If anyone on the Committee receives feedback, they should forward it to Matthew, who will compile all emailed feedback along with comments from the two open forums. This compilation of feedback will then be forward to Committee members, who will have only one day (May 6) to review it in preparation for the May 7 meeting.

VIII. Homework

- A. Attend a forum if you can; they are on April 29 as follows: CHC, 11a.m.-12 noon in the Crafton Center; SBVC, 3-4 p.m. in ADSS 207.
- B. Forward any feedback you receive to Matthew at matthew@mcleeconsulting.com (not his District email).
- C. Reserve time to review Draft feedback on May 6.
- D. Regarding the meeting on May 14, which is the last of the year, Matthew will be serving a brunch, so be sure to come, and eat a light breakfast!

IX. Adjournment

Meeting adjourned at 11:30 a.m. and Matthew thanked the Committee.

Kelly Goodrich, Recorder