



**District Strategic Planning Committee
Minutes
May 14, 2010**

Present:

Damaris Castillo-Torres, Student, SBVC
Larry Cicalone, President/General Manager, KVCR-TV-FM
Jackie Ford-Wingler, Classified Staff, CHC
Laura Gowen, Classified Staff, SBVC,
Gloria Harrison, President, CHC
Kaylee Hrisoulas, Student, CHC
Glen Kuck, Executive Director, DETS
Dr. Cheryl Marshall, Chair, Educational Master Plan Committee, CHC
Scott Rippy, Faculty, CHC
Keith Wurtz, CHC Director of Research and Planning
Dr. Matthew Lee, Consultant
Bruce Baron, Acting Chancellor

I. Welcome

Matthew welcomed everyone and thanked the caterer for providing a great brunch.

II. Celebratory Brunch

Matthew provided a catered brunch for the committee to celebrate the completion of the final draft of the DSP.

III. Approval of Minutes – May 7, 2010

There were no corrections to the May 7, 2010 minutes, and they were approved by consensus.

IV. Discussion and Action: Final Recommendation to the Chancellor on *District Strategic Plan, May 14, 2010* document 14A)

Matthew asked if anyone had any final thoughts on the document. No one did. He asked whether anyone would take exception to approving this DSP for recommendation to the chancellor by consensus. Hearing no objections, he said the DSP will be recommended as it stands to the chancellor by consensus.

Matthew complimented everyone, saying that this has been an intense process, and that the committee members did a great job and should be proud of what they had accomplished in such a short period of time. Matthew thanked the committee members. The committee thanked Matthew.

V. Organizing for Phase 2, 2010-11

A. Meeting Schedule

Matthew asked if anyone had any major problems with the proposed meeting schedule. He wanted to be sure that no one had any systematic problems with this schedule, even though some members will inevitably have to miss some meetings. No one had any concerns, so the meeting schedule was approved by consensus. Matthew asked the committee to calendar these meetings in ATTC #120 for next year. This is a big first step in getting the next phase done.

B. Suggested Task List

Matthew said the committee needs to begin thinking about next year. The committee members were appointed for two-year terms for continuity and to continue the work without letup into Phase 2. He said that the DSP just recommended to the chancellor is the sound and comprehensive DSP that we needed to put together, but that there are additional things that need to be done to make it an exemplary plan.

Matthew distributed the *List of Suggested Tasks, Phase 2* (document 14B), and began walking through it by asking if anyone would not be able to serve next year. With the exception of Troy, who is retiring, all members will be serving on the committee. Matthew said he was happy to hear that Damaris and Kaylee will be returning next year so the committee will have continuity in student membership as well. If there are new members, they will need to be oriented and mentored.

Regarding the kick-off of implementation next year, Matthew said he had suggested to Bruce that part of the in-service day be used to discuss the DSP. Cheryl asked if copies of the DSP will be made and distributed that day. Matthew noted a lot of paper would be used and asked the committee whether that should be done. Matthew had thought that participants would just receive the link to the DSP website. Laura suggested a PowerPoint presentation highlighting specifics of the plan. Larry asked if the plan could be boiled down to a one-page synopsis. Matthew said Bruce is looking at a pamphlet. Laura said maybe the PowerPoint or the brochure would spark some interest and then they might go to the website.

Constituency group representatives, as we discussed, will need to go back and ask their respective presidents to include the topic of progress on the DSP on a regular basis at

meetings. That could involve, for example, inviting DPSC members to speak, or quarterly reports.

For the initial meeting with point persons, maybe they can be invited to the first or second DPSC meeting. Matthew reminded members that they would be monitoring progress at least quarterly.

The whole process of evaluating and revising the plan needs to occur to make it an exemplary plan. Regarding revision of the existing District foundation statements, Matthew said the committee needed to consider whether it is the right group to review the district mission, as well as whether the board imperatives should remain the same or be re-examined by the board? This committee could make that recommendation.

Regarding additional input and feedback mechanisms, it may be that the colleges' research offices should be asked to do some surveys or focus groups about enhancements to the plan.

Full integration of KVCR and EDCT into the DSP must also occur in Phase 2. Larry asked if this committee could be expanded for the discussion of KVCR. He added that KVCR's connection to CHC is kind of weak at this time. Matthew said the chancellor can recommend some additional members if necessary. However, he said, maybe KVCR could have a planning subcommittee that would make some recommendations to this committee. Larry said that would work.

To enhance the foundation of research and other information, it may be necessary to contract with the Center of Excellence for additional environmental scanning for a fee. For other data, the district is at a great advantage now because we have two full-time researchers at the colleges.

Matthew said that in his opinion, one of the strategic issues the committee needs to address is enrollment growth targets for the district and its colleges. What is the overall aim? Given sufficient resources, are we going to maintain current enrollments, or grow more? What should be the growth rate difference between the campuses, if any? Matthew acknowledged that these were hard times for thinking about growth, but if the district doesn't think about it and make some judicious estimates up front, it will always be responding instead of being proactive.

The Educational Master Planning Committee at CHC will be devoting some time in the fall to looking at what new curricula might be needed in the future. There may be new economic developments in the region that we need to deal with.

As always, said Matthew, there is the perennial question of collaboration among the district entities. All these things need to be looked at in revising the planning assumptions as needed. Then the committee will have to turn to revision of the core of

the plan. Strategic Directions would likely not need to be modified, as they are the most stable. But it is possible that some goals, and more likely that some objectives, will need revision by the end of next year.

This group needs to interact with the colleges Educational Master Planning committees, college councils, and so on. As changes occur in the colleges' plans, this group needs to be aware of them and accommodate them in any DSP changes. The colleges need to be aware of DSP changes, too, so they can make any necessary changes in their strategic plans.

The committee may figure out that it needs to make changes to the evaluation and revision schedules. Maybe timelines were overly ambitious. There probably will be some significant changes in those elements. Is the triennial evaluation going to work? It was clear, when feedback was solicited this year, that people were very tired by April and May. Matthew suggested that, if it is feasible, the committee should consider getting the changes done earlier next year, and aiming at late March to get feedback.

Matthew asked if anyone had any questions on document 14B or if there were any tasks not on the list that need to be added. Gloria asked if the human resources plan is completely separate. Matthew said the staffing plan is not part of the DSP. It is a separate strategic plan. The resource allocation committee is the group that will be asking for feedback on that plan. Scott asked if the HR plan is in response to the accreditation recommendations. Matthew said yes, and it has to be done by late August. Matthew said the plan is to assist the colleges in planning and prioritizing their full-time hiring of faculty and staff. There has been progress on it but it is not done.

Hearing no further comments, Matthew adjourned the DSP committee for the summer.

VI. Other Business

VII. Homework

- A. Calendar next year's DSPC meetings.
- B. Have a great summer!

VIII. Adjournment

Meeting adjourned at noon.

Jackie F. Buus, Recorder