

Meeting Minutes

August 27, 2010, 10-12 noon, ATTC 120

Members Present

Bruce Baron, Renee Brunelle, Larry Cicalone, Deb Daniels, Laura Gowen, Gloria Harrison, Matthew Isaac, Glen Kuck, Matthew Lee, Cheryl Marshall, Bret Scaliter, John Stankas, Dyann Walter, Jackie Wingler

Guests Present

Daniel Bahner, Sherrie Courtney Hunter

Welcome & Introductions

Bruce introduced himself as chair of today's meeting and commented that Matthew Lee would now begin to phase out his role in the DSPC as the District takes ownership of the strategic planning process. Upon his return from vacation, Charlie Ng will be taking over as chair for this committee. Introductions were made.

Approval of Minutes

It was determined that the approval of the May 14, 2010 minutes would have to wait until the next meeting as the minutes had not yet been distributed.

Discussion, Brainstorming Small Group Work

The committee broke into rotating groups under specified leads to discuss implementation of District Strategic Plan objectives as outlined in handouts 1B and 1C. Each group responded to the following prompts on handout 1A for each of its objective(s):

- *What and whom do you need to assemble to get started on this objective?*
- *Enter your initial steps.*
- *Tentative action milestones to be completed in time for quarterly reports due to the DSPC (Enter milestones for December 3; if you have time, you may also enter milestones for 2011 dates.)*

Each group submitted its completed forms to the convener for compilation. [See document 2A for a summary of the responses.]

Meeting Schedule, Logistics, Ground Rules

Bruce asked if the committee had any comments on or objections to the meeting schedule for the year (handout 13F); there were none.

Regarding committee ground rules (handout 1D), Dyann Walter asked if a minimum number of participants should be established in order for a meeting to proceed. It was determined that since the committee uses the consensus method to decide on issues, no specific minimum number of participants is necessary, and the quorum for action will comprise those present at

the meeting. No one suggested any other changes, so the ground rules will remain the same for 2010-11.

Review of Work to Date

Bruce asked if there were any questions, particularly from new members, on the prior work of the committee or the Plan itself. There were none.

Review of Suggested Tasks for Phase 2

Bruce reviewed handout 14B, which was the list of Suggested Tasks for Phase 2 distributed at the final meeting last year. There was some discussion of the following items:

II. A. Publicize Plan – Cheryl Marshall suggested that hard copies of the DSP be forwarded to the Presidents and new members.

II. B. Request agenda space – It was reported that District Assembly already has the DSP as a regular item on its agenda.

III. Schedule member presentations, etc. – Committee members should periodically update the constituent groups that they represent and then report back to the DSPC regarding requests and ongoing concerns. The committee decided to add this reporting as a regular item on the DSPC agenda. If a campus group wants a more formal presentation or discussion, then it may certainly request one from the DSPC convener.

V.K. Solicit feedback on draft revised DSP – Matthew Lee suggested that the committee distribute the revised Plan for feedback in early or mid-April (instead of May) to allow for a thorough review, since May is a historically busy month for the campuses.

Cheryl Marshall advised that a timeline should be attached to the List of Suggested Tasks for Phase 2.

Homework

Matthew Lee will transcribe the small group responses to handout 1A. This information will then be distributed to the committee for review in terms of setting priorities for the resources associated with the implementation of each objective.

Per the recommendation from Cheryl, Matthew Lee will work with Bruce to assign dates to the Suggested Tasks for Phase 2 before the next meeting.

The next meeting will be 9/10/10 at 10:00 a.m. at the ATTC, room 120.

Adjournment

Bruce adjourned the meeting.