

Meeting Minutes

September 24, 2010, 10-12 noon, ATC 120

Members Present

Bret Scaliter, Bruce Baron, Charlie Ng, Cheryl Marshall, Damaris Castillo-Torres, Deb Daniels, Gloria Harrison, Kaylee Hrisoulas, Keith Wurtz, Larry Cicalone, Laura Gowen, Mark Ikeda, Matthew Isaac, Matthew Lee

Welcome & Introductions

Charlie welcomed everyone and committee members introduced themselves to Mark Ikeda who was acting as proxy for John Stanskas.

Approval of Minutes

The September 10, 2010 meeting minutes were approved by consensus.

Task Schedule (3A) and Implementation Kickoff Worksheet Results (3B)

The committee briefly reviewed these materials. Regarding the Task Schedule (3A), Charlie emphasized the difference between subcommittee reports and quarterly reports. Subcommittee reports will come from subcommittees that have yet to be established; quarterly reports will be presented by the point persons identified for each goal in the DSP. He went on to state that the Implementation Kickoff Worksheets (3B) were a tool to kick-start the activities related to the objectives in the DSP. Matthew Lee mentioned that the committee may want to reference these worksheets in December when the first quarterly reports are made.

Larry Cicalone questioned whether or not the Task Schedule should be updated each week based on actual tasks accomplished. The committee decided that the minutes would serve this purpose and that the Task Schedule would remain as is.

Analyze and Discuss Existing Plan

Existing Research

The committee was asked to consider the plan's existing research, as well as any additional research that would be beneficial in making the plan better. Keith mentioned that half of the existing data contained in the plan is current and about half probably needs to be updated. Charlie posed the question of whether or not a subcommittee should be formed to identify what, if any, additional research would enhance the plan, as well as what data currently contained in the plan needs to be updated. Bruce mentioned that since we would be integrating PDC and KVCR into the revised plan, Larry and Matthew Isaac should be on such a subcommittee.

As Researcher, Keith was identified as point person for this research subcommittee, which will report back to the DSPC on 1) what additional research, if any, should be considered in revising the plan and incorporating KVCR and PDC, and 2) which of the existing plan data needed to be updated. The target date for their report is October 22. Subcommittee members will include Keith, Larry, Matthew Isaac, Kaylee and Damaris.

Identify Exemplary Plan

Revising Foundational Statements

Charlie mentioned that the plan contains missions, visions and value statements for both colleges, and that part of revising the plan this year will be to incorporate missions, visions and value statements for PDC and KVCR. However, the District itself only has a mission statement. Should there be a vision statement or value statements for the District? Does the committee want to revise the current District mission statement? Matthew Lee mentioned that the foundational statements should ordinarily be revised during the plan's tri-annual revision unless the committee has a compelling reason to revise them beforehand. Bruce recommended that the committee keep the existing mission statement until that time. The committee agreed by consensus to do so.

Additional Research (Information & Feedback)

Charlie advised that this topic was covered under Existing Research (above). Matthew Lee clarified that many strategic plans perform community surveys to gather information from the community, which the committee may want to consider.

Integrating KVCR and PDC

Charlie mentioned that some of the items in the plan do currently address KVCR and PDC. For example the statement,

"Creating structures and processes to ensure effective communication among decision making and collegial consultation among all District entities."

The entities listed include KVCR and PDC. Another example is the statement,

"Facilitate collaboration, cooperation, coordination across the District."

In order to integrate KVCR and PDC into the plan, the DSP may want to form a subcommittee to analyze the plan and identify what steps were necessary to accomplish this task. Bruce clarified that the charge of the subcommittee would be to look at the existing objectives and then answer the question, what do KVCR and PDC need to fit into each objective. Matthew Lee recommended that 1) suggested actions for those two entities be added and 2) that the committee may want to tweak the wording of the objectives.

Mark mentioned that KVCR and PDC are operating in isolation and need to be integrated into the plan in a way that is comfortable to the District as a whole. He felt that some areas of friction and/or fundamental disagreement may exist and that these need to be resolved before integration can happen. Matthew Lee replied that a DSPC subcommittee that included not just KVCR and PDC representatives, but people from the colleges as well, would be a good forum to discuss those sources of friction. He

went onto say that an additional objective could be identified to increase understanding. Cheryl agreed with Mark in that there should be some fundamental conversation about how we all fit together, as indicated in the objectives, i.e. “ensuring effective communication and decision making”, and “facilitating collaboration, cooperation and coordination.” She, too, felt that an effective subcommittee could address any differences or areas of concern.

After some discussion, the committee decided by consensus to form one subcommittee, representative of the collegial consultation process:

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| Glen Kuck, Committee Point Person | Bruce to Extend Invite |
| Administrative Support Person to Record Minutes | To be Appointed by Glen |
| Larry Cicalone, KVCR President | |
| Matthew Isaac, Executive Director, EDCT | |
| John Stankas, SBVC Senate President or Designee | |
| Scott Rippy, CHC Senate President or Designee | |
| Classified Senate President or Designee | Charlie to Extend Invite |
| CSEA Appointee | Charlie to Extend Invite |
| Deb Daniels, SBVC President or Designee | |
| Gloria Harrison, CHC President or Designee | |
| Damaris Castillo-Torres, SBVC Student Representative | |
| Kaylee Hrisoulas, CHC Student Representative | |

The charge of this subcommittee is to weave into the existing DSP goals, objectives and activities for KVCR and PDC as appropriate to further the needs of the District and campuses. Matthew Lee also thought the subcommittee may want to assign point people for any additional goals established. The second deliverable will be to develop a method for identifying and addressing any sources of friction between the two entities and the rest of the District.

The subcommittee should plan on achieving its objectives by January 28.

Determine Next Steps

The two subcommittees identified – Research and KVCR/PDC – should convene and get to work. Their first report to the DSPC is scheduled for October 22.

Matthew Lee mentioned that it is important that the committee show progress by December. In particular we need to demonstrate to the accreditation commission that the work started at the District has continued to be productive progress.

Adjournment

The next meeting will be October 8, 2010 at 10 a.m. in ATTC 120. The meeting was adjourned.

Kelly Goodrich, Recorder