

## **Meeting Minutes**

December 10, 2010, 8-10 a.m., ATTC 120

### **Members Present**

Charlie Ng, Cheryl Marshall, Courtney Hunter, Daniel Bahner, Deb Daniels, Glen Kuck, Gloria Harrison, Jackie Wingler, John Stankas, Keith Wurtz, Mary Bender, Matthew Isaac

### **Welcome & Introductions**

Charlie opened the meeting. No introductions were necessary.

### **Approval of Minutes**

The November 5, 2010 minutes were approved by consensus with two changes.

### **Formal Recommendation to the District Budget Committee**

It was motioned, seconded and carried that a formal recommendation be made to the Budget Committee that when they review the annual budget they consider it within the framework of the District Strategic Plan.

### **Quarterly Progress Reports Discussion**

The committee reviewed the reports received, with each point person presenting their own report(s).

Reports were not received for Objectives 1.1.1, 1.1.2., 2.3.2., 4.1.1., 4.1.2., 6.1.1., and 6.2.1. Charlie promised to follow up on these and forward them to committee members as soon as they are received. Cheryl mentioned that CHC would like to take the reports to the Accreditation Committee during the second week of January.

In order to address the completion of an objective, it was decided that two additional actions would be added to every objective by the point person, and they are:

- 1) Evaluate objective.
- 2) Further recommendation based on the evaluation, i.e. close objective, revise objective, etc.

In addition, the Plan will also be revised to include these actions.

For objective 6.1.1., Matthew offered some oral comments in lieu of a report from Alisa Moore. He advised that this group is trying to include some people from the private sector and public sector, i.e. the Work Force Investment Board. They have discussed doing a survey to assess community perception, both internal and external. Matthew also mentioned that the goals for this objective need to be clarified, i.e. do we want to increase enrollment at a time when we are already underfunded?

Daniel suggested and the Committee agreed to refer to the “Report Point Persons” as “Reporters” to better distinguish the role of the report from the actual assigned point person(s).

After reviewing each objective for which a report was submitted, the Committee concluded that progress was satisfactory for each of these objectives.

#### **Review of Task Schedule**

The Research Subcommittee reports will be discussed at the January 28 meeting, as well as those quarterly reports not yet received.

#### **Other Business**

None.

#### **Homework**

Keep moving on your objectives!

#### **Adjournment**

The meeting was adjourned. The next meeting will be Friday, January 28, 2011 at 10:00 a.m.

Kelly Goodrich, Recorder