

Meeting Minutes

March 4, 2011, 10 am, ATTC 120

Members Present

Charlie Ng, Cheryl Marshall, Deb Daniels, Glen Kuck, Gloria Harrison, Jackie Wingler, Kaylee Hrisoulas, Keith Wurtz, Matthew Isaac

Welcome & Introductions

Charlie opened the meeting. No introductions were necessary.

Approval of Minutes

The minutes of the February 18, 2011 meeting were approved with the following change. Keith asked that the second paragraph under the *Discussion of Pell Grants* section be changed from "Keith was requested to provide a district wide map instead." to "Keith was requested to provide a map that better reflected each college's service area".

Quarterly Progress Reports Discussion

Quarterly reports for the following objectives were submitted to the committee and reviewed. It was decided that the second quarterly reports will go out with the draft, but only the final quarterly reports need to be included in the appendix of the revised DSP.

- 1.1.2. – Bruce Baron
Bruce's report was reviewed and the committee agreed to accept his recommendation that the last two activities be deleted from this objective, as indicated on the report.
- 2.1.1. – Charlie Ng
- 2.3.2. – Bruce Baron
- 3.1.2. – Charlie Ng
It was decided that the final activity on this objective could be considered complete once the grant coordinator for Crafton, who is scheduled to begin in April, meets with the grant coordinator at Valley to form the basis of joint group addressing coordination and communication of District grant activity.
- 3.2.1. – Glen Kuck
Glen suggested and the committee agreed that this objective should be marked complete in the next revision of the DSP.
- 3.3.1. – Gloria Harrison
Gloria recommended and the committee agreed that this objective should be marked complete and removed from the next revision of the DSP.
- 4.1.1. – Bruce Baron
Charlie advised that he would bring this item up at Chancellor's Cabinet. Keith Wurtz advised that he will forward a self-evaluation template to the committee members.

- 4.1.2. – Bruce Baron
Charlie volunteered to follow up on this objective.
- 5.1.2. – Deb Daniels
- ~~- 6.1.1. – Alisa Sparkia Moore~~
After consideration of Alisa’s suggestions, the committee decided to remove from objective 6.1.1. the words “based upon the assessment”. The wording of goal 6.1 will remain as is.

- 6.1.1. – Alisa Sparkia Moore
After consideration of Alisa’s suggestions, the committee decided to accept Alisa’s suggested change to objective 6.1.1. as indicated below. Goal 6.1. will remain as is.
Develop a comprehensive District communications plan, incorporating all sites, ~~and based upon the assessment of the views of the various constituencies served,~~ to raise the communities’ awareness of education and training services provided by the District.

- 6.2.1. – Bruce Baron
The committee decided to change the wording in goal 6.2 from “Forge partnerships...” to “Support and expand community partnerships...” The objective activities will change to 1) audit partnerships, and 2) develop a strategy to support and enhance partnerships.

Revision of Plan Contents – Committee Assignments

The following sections are to be reviewed and revised, if necessary, by the committee as a whole. After the 2/18/11 meeting, Glen Kuck posted the sections in Google Dox for the committee to review.

- Preamble
- District and College Foundational Statements
- Major Planning Assumptions
- A Brief Introduction to Planning Terminology
- Glossary

Cheryl requested an extension to review these sections. Glen will reissue the email with the Google Dox link and also provide a word copy for committee members to review by March 15.

Revision of Other Plan Components

The committee adopted the following sections as revised:

- *Competition for Students* (p. 16), presented by Matthew Isaac.
- CHC and SBVC Financial Aid Awards maps, presented by Keith Wurtz.

Membership

It was decided that the membership box be updated to show 2010-11 membership. It was discussed that the initial term for membership was two years. However, there are no term limits.

The meeting was adjourned. The next meeting will be Friday, March 18, 2011 at 10:00 a.m. in PDC 104.

Kelly Goodrich, Recorder