

## Meeting Minutes

April 1, 2011, 10 am, PDC 104

### Members Present

Alisa Moore, Barbara Nichols, Bruce Baron, Charlie Ng, Damaris Castillo-Torres, Deb Daniels, John Stanskas, Laura Gowen

### Welcome & Introductions

Charlie opened the meeting. No introductions were necessary.

### Approval of Minutes

The minutes of the March 4, 2011 were approved as corrected. The minutes from March 18, 2011 meeting were approved.

### Staffing Plan

Charlie advised the committee that Jack Miyamoto hopes to have the Staffing Plan revised within the next week or two. The revision will not materially change the Plan, rather it will address an update of the data.

### Review of the Draft

The committee commenced reviewing the first round draft of the Plan. Committee members decided to provide their constituencies with a copy of the Plan showing revisions. The following revisions were made to the draft:

- Under Preamble, Participants, "J.D." was added to Alisa Moore's name.
- Under Strategic Issues, Financial Data, insert "Muskavitch" into comment.
- Under Strategic Issues, Financial Data, the lack of *Implications* was noted. The committee decided that this could be revisited after the forums and feedback.
- Under Strategic Goals & Objectives, Objective 3.1.2., change "Refine and review" to "Review and refine".
- Under Long Range Financial Plan & Forecast; the Committee requested that Charlie update the this information before the forums. (*Note: This section revision was completed and included in the 4/4/2011 Draft.*)
- Under Characteristics of the District, the Committee has requested that sources be referenced for all tables and figures.
- Under Characteristics of the District, Economic Development and Corporate Development, committee members stated that some of the chart data was unclear. Charlie volunteered to ask Matthew Isaac to address any issues before the draft was released. (*Note: This revision was completed and included in the 4/4/2011 Draft.*)

## **Forums**

Forums will be scheduled on each campus (by the presidents) and at the District (by Charlie) to solicit feedback. A comment form will be available online with a deadline for feedback of 4/25/11.

It was suggested and approved that the April 15, 2011 meeting be cancelled. The next meeting will be Friday, April 29, 2011 at 10:00 a.m. in PDC 104.

Kelly Goodrich, Recorder