

Meeting Minutes

September 2, 2011, 9:00 am, PDC 104

Members Present

Aaron Contreras, Alisa Moore, Barbara Nichols, Charlie Ng, Deb Daniels, Glen Kuck, Gloria Harrison, Joyce Green, Matthew Isaac, Scott Rippy

Guests Present

Kevin White

Welcome & Introductions

Charlie opened the meeting. Self-introductions were made.

Approval of Minutes

The minutes of the May 13, 2011 were approved by consensus.

Quarterly Report Forms

The committee reviewed the progress report forms and decided to add a section for "Recommendation for Further Actions" at the bottom. Charlie will ensure that the Word version of this form is mailed to everyone.

Goals & Objectives for 2011-12

There are essentially six strategic directions and each has one to three goals. This year the committee will be monitoring and reporting on the status of those goals using progress report forms. Point persons for reporting on each objective were assigned as follows:

<u>Objective</u>	<u>Responsible Group</u>	<u>Point Person</u>
1.1.1	Chancellor's Cabinet	Bruce Baron
2.1.1	Vice Chancellor, Fiscal Services Executive Director, DETS	Glen Kuck
2.2.1.	Vice Presidents of Instruction Vice Presidents of Student Services Executive Director, DETS	Cheryl Marshall
2.2.2.	Vice Chancellor, Human Resources	Jack Miyamoto
2.3.1.	Professional Development Chairs	Courtney Hunter

2.3.2.	Chancellor's Cabinet	Deb Daniels
3.1.1	Vice Chancellor, Human Resources Executive Director, DETS Professional Development Chairs	Jack Miyamoto
3.1.2.	Vice Chancellor, Fiscal Services	Charlie Ng
4.1.1.	Chancellor	Bruce Baron
4.1.2.	Chancellor's Cabinet	Bruce Baron
4.2.1.	Professional Development Chairs Vice Chancellor, Human Resources*	Jack Miyamoto
5.1.1.	Vice Chancellor, Human Resources	Jack Miyamoto
5.1.2.	College Presidents	Deb Daniels
6.1.1.	Marketing Committee Composed of Representatives from Each Entity, Including KVCR & EDCT	Alisa Moore
6.2.1.	Chancellor's Cabinet	Bruce Baron
6.2.2.	Chancellor's Cabinet	Gloria Harrison
6.2.3.	Vice Presidents of Instruction	Cheryl Marshall

*The committee decided to add the Vice Chancellor, Human Resources to the responsible group for this objective.

Schedule of Meetings for 2011-12

Since reports are due quarterly, the committee decided to meet approximately every six weeks, with reports due every other meeting. The following schedule was decided upon:

October 14	January 27	April 6
November 18*	March 2*	May 18*

*Formal quarterly reports due on these dates.

The meetings will be at 9:00 a.m.

Adjournment

The next meeting will be October 14, 2011 at 9:00 a.m. in PDC 104.

Kelly Goodrich, Recorder