# District Strategic Planning Committee

## Meeting Minutes
September 21, 2012, 2:00 pm, PDC 104

**Members Present** – Charlie Ng, Tina Gimple, Laura Gowen, Nori Sogomonian, Albert Maniaol (for Matthew Isaac), Glen Kuck, Larry Buckley, Cheryl Marshall, Keith Wurtz, Barbara Nichols, Kenn Couch, Kyle Hundley

**Members Absent** – Scott Rippy, Jeremiah Gilbert, Ed Montoya, Bruce Baron, Tanya Rogers, Robert Brown

**Guest** – Stephanie Briggs

### Welcome/Introductions

Charlie Ng opened the meeting. Self-introductions were made.

### Approval of Minutes from September 7, 2012

The minutes of September 7, 2012 were unanimously approved.

### Development of New Strategic Plan

The committee discussed strategic planning and the Strategic Audit Questionnaire and several other worksheets.  Committee members agreed that the planning process should be collaborative across the district.  Glen Kuck expressed concern about receiving direction from the Board of Trustees and Charlie mentioned that communication with trustees would be a scheduled part of the planning process.   Charlie presented a planning process worksheet that included ten 2-hour meetings.

Prior to the actual planning, research needs to be conducted which will be presented to committee members at Meeting #1.  The committee assigned responsible parties for developing information on the current state of the District in terms of the following topics.  It was clarified that this exercise is only to illustrate current conditions, and not for recommending allocation of resources.

General Background on the District

| | | |
|---|---|---|
| 1. | Brief recent history | Craig Petinak |
| 2. | General description of communities served | |
| 3. | Map of school district showing municipal boundaries, major streets, and locations of colleges | Charlie Ng |
| 4. | Existing planning documents that include mission, vision, values, objectives, district and college improvement plans, etc. | |

Governance and Organization

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|---|---|---|
| 5. | Board member's name, experience, and length of current term | |
| 6. | Organizational chart | Charlie Ng |
| 7. | District office administrators by title | |
| 8. | College administrators by title | |

Students

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|---|---|---|
| 9. | Current enrollment by college | |
| 10. | Projected enrollment for the next 5 years | Charlie Ng |
| 11. | Enrollment history for the last 5 years | |
| 12. | Enrollment by program | Keith Wurtz & James Smith |

Personnel

| | | |
|---|---|---|
| 13. | Size in staff in full-time equivalents | Tanya Rogers |
| 14. | Staff projections | Charlie Ng |
| 15. | Certificated staff: average years of service, age matrix, percentage with various degrees (BS, MA, MA+30, etc.) number of staff by position (teacher, counselor, nurse, etc.) | Tanya Rogers |
| 16. | Classified staff: number by position (secretary, teacher aide, custodian, etc.), age matrix | |
| 17. | Administrator staff: number by position (chancellor, presidents, deans, principal, etc.), age matrix | |
| 18. | Descriptions of salary programs for each employee group | Charlie Ng |
| 19. | Summary of employee fringe benefits | Tanya Rogers |
| 20. | Staff development initiatives | Nori Sogomonian & Robert Brown |
| 21. | Professional development and staff evaluation programs | |

Curriculum, Instruction, Student Services

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|---|---|---|
| 22. | Description of curriculum and curriculum review processes | Larry Buckley (VPs & Curriculum Director) Cheryl Marshall (VP & Deans) |
| 23. | Student success | |
| 24. | Graduation requirements | |
| 25. | Textbook selection procedures | |
| 26. | Distinctive programs (transfer, basic skills, vocational education, honors education, etc.) | |
| 27. | Student support services | Glen Kuck (Student Services VPs) |

Facilities

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| 28. | Enrollment by college | Charlie Ng |
| 29. | Identify any facility concerns; overcrowding, under-utilization, necessary renovations or additions | Mike Strong/Scott Stark |

Finances

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| 30. | Budget summary | |
| 31. | Cash flow history (last 3-5 years) | |
| 32. | Expenditures by object (personnel, supplies, capital outlay, etc.) | |
| 33. | Expense per student (last 5 years) | |
| 34. | Comparison of expense per student with comparable districts | Charlie Ng |
| 35. | Revenue history (last 5 years) | |
| 36. | Revenue by source (local, state, federal, etc.) | |
| 37. | State-wide proposals for changes in funding | |
| 38. | Financial projections and assumptions | |

Demographics of the Community

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|---|---|---|
| 39. | Size and the population, percentage of college students | |
| 40. | Socioeconomic profile | Bruce Baron |
| 41. | Significant changes in nature of the population | (Evgeniya Lindstrom) |
| 42. | Job projections | |
| 43. | KVCR Data | Kenn Couch |

Technology

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| 44. | Infrastructure support services | |
| 45. | Online learning systems | Glen Kuck |
| 46. | Security | |
| 47. | Administrative systems | |

EDCT                                                      Matthew Isaac

KVCR                                                      Kenn Couch

## Membership

It was decided that the EMPC chairpersons would remain on the membership roster. For Crafton, that person is Keith Wurtz. *(Note: The recorder was later advised by Debby Gallagher that SBVC that James Smith will serve the committee in the EMPC role.)* Larry designated Craig Petinak to serve as Public Information Officer.

## Future Meetings

A schedule was set for the following meetings:

| Meeting | Date | Time | Location |
|---|---|---|---|
| #1 – Presentation | Wednesday, October 31 | 3:00-5:00 pm | PDC 104 |
| #2 – Mission Statement | Tuesday, November 6 | 1:00-3:00 pm | Board Room |
| #3 – Vision Statement | Tuesday, November 20 | 2:00-4:00 pm | PDC 104 |
| #4 – Values | Tuesday, December 4 | 1:00-3:00 pm | Board Room |

## Adjournment

Charlie adjourned the meeting.

*Kelly Goodrich, Recorder*