



CCC Planning Committee Minutes

Monday, September 22, 2014

1:00 p.m. to 2:30 p.m.

AA 216

Members Present: Denise Noldon (ex-officio), Tammeil Gilkerson, Mayra Padilla, Monica Rodriguez, Wayne Organ, Marshall Alameida, Gabriela Segade, Erika Greene; Safi Ward-Davis, and Kelly Ramos

Review of committee structure: 2 managers, 4 faculty, 2 classified, 1 student, 2 ex-officio (9 members + 2 non-voting)

Speakers: Faculty – Wayne Organ

Classified: Erika Greene

Management: Mayra Padilla

ASU: Safi Ward-Davis

1. Call to Order with Introduction of Guests: Meeting called to order at 1:09pm by Dr. Noldon. Introduction of members; two members added: Kelly Ramos, classified and Norma Valdez-Jimenez, faculty. Dr. Noldon announced that the committee will undergo change. She will recommend to College Council that the Vice President chair the meeting.
2. Approval of today's Agenda: Motion made by Erika Greene, Classified, to amend the agenda to include Tammeil Gilkerson as ex-officio; Norma Valdez-Jimenez and Kelly Ramos as members. Unanimously accepted.
3. Approval of the Minutes from April 4, 2014: Erika Greene, Classified, motioned to approve minutes. Wayne Organ, Faculty, seconded; no discussion unanimously approved by constituency.
4. Review of Minutes from the Schedule and Catalog Committee: This item tabled until next meeting. Wayne Organ, Faculty, motioned to table item #4; Mayra Padilla, Management, seconded; unanimously approved by constituency.

Enrollment Management Committee Minutes: item tabled until next meeting: Mayra Padilla, Management, moved to table, and seconded by Erika Greene, Classified. Unanimously approved by constituency.

5. Presentations from the Public: None

Discussion Items

6. Review of Results of Employee Satisfaction Survey update: Tabled: Wayne Organ, motioned to table, Erika Greene, seconded. Wayne stated the Survey is posted on web site.
7. Discussion on what to do with results of Awareness Survey and other survey data collected during spring 2014 semester: revisit information for next meeting. Dr. Noldon will work with Wayne Organ and Greg Stoup gathering data. Identify where gaps are. The community wants to have a role to play in strategic planning. Data gathering: processes, etc., preparing student equity – look at in detail. Look at other data; look at having focus groups. We do not have a plan; we want to put things in perspective.

8. Strategic Planning update: Dr. Noldon reviewed with the committee definitions to think about from a PowerPoint presentation and handout:
 - a. "A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it, with a focus on the future.
 - b. "A successful strategic planning process will examine and make informed projections about environmental realities to help an organization anticipate and respond to changes by clarifying its mission and goals; targeting spending, and reshaping its programs, fundraising, and other aspects of operations...a successful plan is a usable plan."

What is a strategic plan: It is a tool that provides guidance in fulfilling a mission with maximum efficiency and impact. It should articulate specific goals and describe the action steps and resources needed to accomplish them.

Review Mission statement...does it get us to where we want to go. As a group – do we need to send to college community and others? Long vision statement: important for each committee member to review – important for our thinking to be reflected. Pan: what are our goals and success metrics? Vision and mission core to what we do; what really is our goal – this is the success metrics piece. Plans we have: Technology plans, Enrollment Management; Facility plan.

Look at Student Equity and Scorecard data. Some facts: High school graduation rate is still low...we have consistently had students less than full-time. If student full-time, likely to succeed. Challenges – we need to know how to scale them out. Discussion ensued regarding why we have so many students less than full-time. Talking with students will be very important in gathering the data. Historical trend – are there barriers? This process is about discovery – why we should be doing things the way we do?

Strategic goals: give direction for accomplishing the mission; results from analysis of data; are desired ends (some will be hard to quantify or attain.)

Strategic objectives: gathering the data and being informed. Look at whatever will inform us of where we want to be. Proud of program review; Program review tied to funding. Make sure our resources are being used according to our goals.

Develop performance targets: what are the evidences to close the gap; identify and verify. Specific; clear...measurable: meaningful...; attainable: actionable, relevant realistic, reviewed...; timed: tangible, tractable. Be narrowly focus on what we want to achieve.

Action steps: assign tasks to committees...; create a timeline for task....

Evaluate: are we attaining goals aligned to our missionWe do not pay enough attention to this. Each of us will have a specific role; big task but a great task; it will direct the college on where we need to be. Do we have a technology plan; hiring positions...these are steps we will take to get there.

Next steps: Dr. Noldon wants the team to think about who they will recommend to be involved in this plan. Start where you are...

Think about your role in this process; think about who you will ask to join this process; review the current mission and vision statements; start where you are.

We will wait until results are in from accreditation; our plan should be looked at annually.

We want people to "own it" the Strategic Plan.

9. Open Discussion: None

10. Other: None

11. Adjournment and discussion of next meeting date and time: 1st Friday of each month, 12:30p – 2:30p. Discussed optional dates in October to meet. Committee requested to doodle poll for the October meeting. November 7, 12:30p – 2:30p next regular scheduled meeting. Dr. Noldon informed the committee that the Accreditation team would like to sit in on a constituency meeting and asked if the Planning Committee would be willing to schedule a meeting during October 6-9? This will be difficult to achieve.

Motion to adjourn meeting by Wayne Organ, faculty, seconded by Erika Greene, classified.

12. Next Meeting – TBD. A doodle poll will be conducted to determine when the October meeting will occur.